

Los Angeles Air Force Base Dormitory Handbook



20 July 2018

(OPR: HMO Office—653-8460/8469)

Housing Cell: 310-648-2616

Dorm Manager Cell: 402-651-8198

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UNACCOMPANIED HOUSING (UH) RESIDENT BROCHURE

Welcome to the LAAFB Dormitory! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because UH represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

YOUR UH MANAGEMENT TEAM		
Housing Mgmt. Office (HMO)	Name	Telephone
Housing Lead	Mr. James Langner	310-653-8460
Housing Program Manager	Mr. Seth Mellott	310-653-8469
Housing Referral/Relocations	Ms. Nicole Jackson	310-653-5347
After Hours/Housing iPhone		310-648-2616
OTHER USEFUL TELEPHONE NUMBERS FOR LAAFB		
Agency	Telephone Number	
Fire/Police Department/Ambulance	911	
Security Forces On Base	310-653-5787	
Hospital Appointment Desk	653-2873	
Crime Stop	653-2121	
Directory Assistance	653-1110	
CE Service Call Desk / Customer Service (Duty Hrs.)	653-6856	
After Hours Service Calls	310-529-9067	
After calling the help desk, contact HMO	653-8460/8469 or Cell 310-648-2616	
Transportation Management Office (TMO)	653-5550	
Airman's Attic	530-218-3647	
Pass and ID	653-6556	
Chaplain	653-5080	
61 st Air Base Group First Sergeant	653-6104	
SMC First Sergeant	653-1081	

1.1. General. The 61st Air Base Group will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned unaccompanied housing (UH). Your responsibilities are those of a *Good Neighbor*. The 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 neighbors. As a military member, you are responsible for adhering to the guidelines of proper military bearing, the standards contained in AFI 32-6005 *Unaccompanied Housing Management*, installation policies, and the contents of this pamphlet. As a dormitory resident, you are a key contributor to ensuring your living conditions are constantly improved. Please help the 61st Air Base Group build and maintain the very best dormitory living conditions by actively participating in the Dormitory Resident Quarterly Meetings hosted by the Housing Management Office (HMO) or bring suggestions or concerning issues up to The HMO or your chain of command.

1.2. Dorm Quarterly Meetings. These meetings will be scheduled by the HMO on a quarterly basis or as needed upon request by dorm residents or by the chain of command. All residents, First Sergeants, and HMO personnel are to attend and participate in quarterly meetings.

1.2.1. Topics discussed but aren't limited to the following:

- Compliance with standards outlined within this document and AFI 32-6005.
- Resident proposals to enhance livability of the dormitories.
- Identify irritants that detract from the livability of the dormitories and make recommendations to the Command Chief, First Sergeants, HMO.
- Upcoming projects and renovations.

1.3. Room Assignment. Rooms are assigned according to AFI 32-6005. If a room is not immediately available, arriving personnel may be temporarily housed in Lodging or a hospitality room. Departing permanent party personnel, on a temporary basis, may also use hospitality rooms. Every effort will be made to assign a permanent room as soon as possible.

1.3.1. HMO will ensure that new arrivals receive a room and the information needed to transition smoothly into their room.

1.3.1.1. HMO will maintain a file containing monthly gains and loss listings.

1.3.1.2. Upon arriving, residents will contact the Unaccompanied Housing Management office to be assigned a room on the first duty day after arrival. An AF Form 291, *Unaccompanied Quarters Assignment/Termination Record*, will be initiated on each member when assigned a room. This form will also be used to out-process a member from UH.

1.3.1.3. HMO will accomplish an AF Form 594, *Application and Authorization to Start, Stop or Change BAQ* for every UH assignment/termination.

1.4. Initial Inspection. The HMO will escort the resident (temporary or permanent) to their assigned room to accomplish an initial inspection and joint inventory with the resident. Room, appliance, and furniture condition will be jointly identified and documented on the UH Room Condition Checklist. The resident will then have 3 duty days to provide additional discrepancies to the HMO. Any items noted thereafter will be the occupant's responsibility to fix or replace prior to clearing the dorm room.

1.5. Termination. Contact your HMO at least **30 days** in advance of termination. You will be advised of clearance requirements and necessary preparations for the final inspection. Remember, under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings when caused by the abuse or negligence of the member, or the member's guests. Refer to Chapter 7 for more information on termination of quarters.

1.6. Guests. Your guests must be escorted at all times while in the dormitory. You are responsible for their language, dress, courtesy and conduct at all times. No guests under the age of 18, other than a member of the armed services or the military member's family will be permitted in the dormitory between the hours of 0600 hours and 2400 hours. **ALL GUESTS ARE PROHIBITED between midnight and 0600 hrs.** Guests with campers, motor homes or trailers will not be permitted to stay in their recreational vehicles in the dormitory area overnight. Cohabitation (another person living with you) is not permitted.

1.7. Maintenance and Repair. The Base Civil Engineer (BCE) and Pride Contractors have primary responsibility for performing maintenance on your room and the dormitory campus; however, both you and the HMO need to stay alert for the maintenance needs of your quarters and the dormitory in general. When the dormitory or your room is in need of maintenance and repair, contact the HMO during regular business hours at 310-653-8460/8469.

1.7.1. Emergency Contact the HMO (653-8460/8469) immediately at numbers listed above during normal business hours and if after hours call **310-529-9067** to open a work request. These are responded to quickly and maintenance personnel will work/continue until the emergency is resolved. Additionally, if you open an emergency work request, please call the HMO so they can continue to monitor resolution of the issue. An emergency work request is defined as a 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).

1.7.2. Urgent (310-653-6856) work requests are completed within 7 work days and are accomplished during duty hours. An urgent work request is defined as a failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and wellbeing of the residents.

1.7.3. Routine (310-653-6856) work orders are completed within 30 days. A routine requirement is defined Work of a routine nature that does not meet the criteria of emergency or urgent. The completion date may be longer if materials must be ordered, again performed during duty hours.

1.8. Requesting Self-Help Work. If you wish to conduct a self-help project to improve your living conditions (paint, hang a TV are some examples), an AF Form 332, *Base Civil Engineer Work Request*, will be required. Contact your HMO for assistance. No work may be accomplished until this form has been approved.

1.9. Refuse Collection and Disposal. Large outside dumpsters are provided on the North side of the dormitory. Please take all garbage to the dumpster and ensure dumpster lids are closed. Refuse must never be allowed to accumulate in rooms, be placed outside your room door, dayrooms, on balconies or in stairwells. Please be considerate of your fellow residents and the positive image of Fort MacArthur. The dumpsters located on the south side of the dorm are for 61 Medical Squadron use ONLY.

1.10. Insect/Wildlife Control. You must take preventive action to control insects. Keep food in sealed containers, remove garbage from your quarters regularly, and discard empty paper bags and boxes. These examples provide insect nesting and breeding areas. Feeding wildlife is strictly prohibited. Leaving garbage outside your room attracts local wildlife causing infestation problems as well. Initially, members should attempt to resolve minor insect problems with standard household insect repellent. If insect infestation occurs that is beyond your control, call HMO at 653-8460/8469.

1.11. Room Lockouts and Security. Maintain control of your key at all times. If locked out contact your first sergeant. A lost key poses a risk to the security of your room and a costly re-keying process for which

you will be charged. Lost keys will be replaced with approval of Civil Engineering at 653-6856. If lock or core needs to be replaced, you may be charged for labor cost or replacement. Your room should always be properly secured; however, as a precaution, your valuables should be marked and recorded to assist with their recovery. If you wish to have a record of your valuables maintained in your dormitory file please complete an AF Form 1670, *Value Property Record Sheet*, and return to the HMO. Social Security Number is not a mandatory field on the form.

1.12. Bay Orderly. Dormitory residents will be responsible for general maintenance and cleaning duties throughout the dormitory area. The HMO in coordination with the resident's supervisor or higher, must approve any absence requiring your presence away from bay orderly duty.

1.13. Appliances and Furniture. All government-furnished appliances and furniture are inventoried at check-in and when terminating quarters on your Check-In Record. Do not remove any government appliance or furniture item from your room or from the dayroom without prior consent from the HMO. Any missing, damaged, or broken furniture will be replaced at your expense. Failure to properly complete and turn in your Check-In Record will result in you paying for any damaged or missing furniture at check-out time. Problems with a government-furnished item should be reported as soon as possible so servicing may be arranged. If you wish to use your own "Underwriters Laboratory" (UL) approved appliance or furniture, check with your HMO to be sure it is an authorized appliance or furniture item that conforms to fire codes. If you wish, ask the HMO to remove the government-furnished appliance or furniture and ensure that your AF Form 228 is appropriately annotated.

1.14. Utilities, Heating, Ventilation, and Air Conditioning. Your assistance in conserving energy is greatly appreciated. Remembering to keep doors and windows closed when heating and cooling your room, turning off lights and appliances when not needed, and conserving water are important aspects of environmental stewardship and sound judgment. Do not attempt repairs or adjustments on your own. If you desire a room or window air conditioning unit, you must submit a 332 (CE work order request) to the HMO for approval.

1.15. Storage of Personal Household Goods. If your household goods will not fit into your room, you may be entitled to a storage cage in Bldg.33 (basement). Contact the HMO for further information.

Chapter 2

DORMITORY STANDARDS

2.1. General Standards. The dormitory and your room are your home and therefore you should feel comfortable in this environment. If you do not, you should voice your suggestions for improvement to the HMO or through your chain of command. If your personal information (rank, duty phone, duty section and marital status) changes, you must notify your HMO immediately. This entire pamphlet contains important information that will make your stay in the dormitories more pleasant. The following guidance establishes the minimum acceptable neat, clean, and orderly standards used. Check with your chain of command for additional information.

2.2. Resident Conduct. Residents should conduct themselves and encourage other persons on the premises to conduct themselves in a manner that will not disturb their neighbors. The following actions are **prohibited in the dormitories**; altering or tampering with existing cable television or telephone lines, gambling, painting, loosening or removal of light bulbs to prevent their illumination, residents and/or their guests are not allowed on the roofs of dormitories at any time, smoking indoors, tampering with fire alarms or extinguishers and under-age drinking

2.3. Alcohol. If you are under the age of 21 you **will NOT** drink or possess alcohol in the dorms. **NO EXCEPTIONS!** Distributing alcohol to minors in any form is a crime.

2.4. Animals/Pets. Pets are **not authorized** in the dormitories. There are no exceptions. Fish no longer than 6 inches are allowed and are limited to a 20-gallon aquarium. Flesh eating or poisonous fish are not authorized. Residents are responsible for damage caused by the tank. If you are TDY or on leave, you must make sure your pet will be cared for in your absence.

2.5. Barbecue Grills. Permanent gas barbecue grills are provided for resident use; therefore, portable grills are not to be used anywhere in the dormitory area (i.e. balconies, common areas, etc.). Exception: Requests to deviate from this policy may be submitted in writing to the HMO for special occasions (i.e. unit organized dorm functions requiring additional grills etc.).

2.6. Bicycles. You may store your bike in your room or locked at the dorm bike rack. Bicycles will not be left or stored in common areas, dayrooms, hallways, under stairwells, on walkway balconies or chained to railings. Any damage to your bicycle, to include lock removal, will be your responsibility. Bicycles that appear abandoned will be tagged and turned in as abandoned property.

2.7. Common Areas. Do not remove or exchange furniture in the day rooms and common areas. These rooms are for all residents; please help keep them clean and in good repair. If you see any misuse of government furniture, immediately report such actions to your unit commander, the HMO or Security Forces.

2.7.1. Kitchens. Whenever you use kitchen facilities, you are responsible for cleaning the equipment and area. Use oven cleaner **ONLY** on the inside of the oven, do not use cleaner on self-cleaning ovens. You are liable for any damage caused to the range. Do not put grease in garbage disposal because it will clog the drain. Do not place hot utensils on counter tops as this may cause permanent damage. Clean walls to prevent grease buildup.

2.7.2. Laundry Rooms. Washing with full loads is recommended to conserve energy, but be sure not to over-load washers or dryers. Overloading causes damage to the machines. Check pockets for items before washing and drying to prevent inadvertent damage and clean washer and dryer lint

traps to ensure optimal machine performance. If you have a problem with your laundry facility, contact your HMO. Whenever you use the laundry room, leave the area clean and orderly. Do not leave laundry items unattended. The government is not responsible for lost/stolen items. Make sure after use the dryer please clean out the filter tray.

2.8. Damage to Quarters. Room damage not recorded during the initial inspection that is beyond reasonable wear and tear is your responsibility. Any repairs or replacements that you elect to do on your own must meet Air Force standards. For damages not corrected within Air Force standards or a reasonable time frame, as determined by your HMO, the Air Force may elect to make the repairs and bill you. The Housing Office can explain your options to repair or replace damaged items and the methods of reimbursement to the government.

2.9. Energy Conservation. Please conserve energy and help Los Angeles AFB reduce utility costs. During cold weather, open the blinds and draperies during the day to reduce heating costs. Conversely, in hot weather, close blinds/drapes. Close blinds and draperies at night to minimize drafts. Turn the thermostat lower at night to reduce heating costs. Ensure exterior doors are not left open longer than necessary. Use the lowest wattage light bulbs that will suit the purpose. Turn off television, lights, stereos, radios and other electronics when not in use and when you leave your room. Turn off bathroom fans when not needed. Take shorter showers and use less water when bathing. Turn off water while brushing your teeth. Wash, or at least rinse, your clothes in cold water. Launder clothes only when you have a full load, but do not overload. Make sure dryer filters are free of lint before starting machine. Report leaky faucets promptly.

2.10. Environment. Several reminders: trash, engine oils, engine coolants, car grease, and other similar products must never be poured into the drainage system or on the ground. Automotive batteries and tires must be properly disposed of through recycling programs. Engine oils, engine coolants, car grease, and other similar products must **NOT** be poured into any plumbing, drainage system or onto the ground. Automotive tires and batteries are to be properly disposed of through recycling programs. Used engine oils, antifreeze, or tires should be taken to a recycling center usually found at auto parts sales stores.

2.11. Exterior and Grounds Care. As a dormitory resident, you are responsible for keeping the exterior around your facility clean and neat. You are responsible for the appearance of the areas midway to both units adjacent to your room, to the curb in front or to the middle of the street and normally halfway on sides and rear to neighboring buildings. Help keep your dormitory clean and neat; if you see trash, please pick it up.

2.12. Gambling. Gambling is strictly prohibited.

2.13. Inspections. All rooms in unaccompanied housing are subject to inspection and the 61st Air Base Group commander has established dormitory inspection standards. Commanders, First Sergeants, HMO, and supervisors will periodically inspect your room to make sure that it meets standards and is in good repair. Be sure to check with your chain of command so you understand the dormitory inspection standards. Distinguished visitors go to the dormitories with regularity, as your quality of life is an important Air Force issue. Follow the guidelines in the following paragraphs to better understand minimum standards. Inspections may or may not be announced, so **all rooms must be kept neat, clean, and orderly at all times.** The Dormitory Inspection Checklist can be found in Attachment 2.

2.13.1. Health and Safety Inspections. Health and safety inspections will occur throughout the common areas as well as a random sampling of dorm rooms on a regular basis and will be performed by the HMO. These inspections include, but are not limited to, sanitation, fire prevention, smoke/fire alarms, hazardous/flammable items, excess trash accumulation, electrical hazards, etc.

2.14. Leave or Extended TDY/Deployments. When leaving your quarters for extended periods of time (more than 3 days), inform your HMO and make arrangements for the security, care, and periodic inspection of your quarters. At your request, your HMO may check on your quarters.

2.15. Personal Furniture. If you desire to use your personal furniture, you must first contact the HMO for approval. Personal furnishings must be in good condition and present a neat and acceptable appearance. For safety and fire-fighting purposes, furniture placement must not interfere with passageways in the rooms. If approved, you need to coordinate pick-up of the government-issued furniture with the HMO, and ensure the AF Form 228 reflects the changes. You are responsible for ensuring personal items are not in/on government furniture at time of pick-up.

2.15.1. Approval for use of personal furniture may be denied when storage space is not available for the government furniture that would be displaced.

2.15.2. Waterbeds are allowed on a case-by-case basis. You must get prior approval from HMO and sign a liability statement, since you are responsible for any damage to government property caused by leakage from the waterbed.

2.16. Roof Access. Access to the roof is not necessary and not permitted.

2.17. Room Decorations. Personal decorations must be neat and in good taste. Picture frames are not required; however, if pictures/posters are taped on the walls, damage may result. Any damage caused by the tape must be repaired prior to out-processing. Decals, stickers, or posters are not allowed on the outside of the door, common areas, windows, or on any furnishings.

2.18. Room Exteriors. Only room numbers and approved message plates may be mounted on your door—you must submit a 332 to the HMO for approval. Your room must present a professional outward appearance.

2.19. Room Interiors.

2.19.1. Floors and Carpets. Please clean and vacuum weekly. Ensure there is no dirt build-up in the corners, behind the doors, under beds or other furniture.

2.19.2. Walls. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Walls should be repaired and repainted as necessary. Obtain paint and repair materials from your HMO for normal wear and tear repairs.

2.19.3. Sink. Remove hair from drain screen after each use. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report leaks to your HMO immediately.

2.19.4. Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. Clean broiler units regularly, as well as top burners, to prevent a fire hazard. Do not place flammable material on or in stove. Dust the wire framework on the rear of the refrigerator and door gasket to improve cooling and extend the life of the refrigerator. Do not pour grease in the sinks; it will solidify in the pipes, causing damage. Clean walls at periodic intervals to prevent surface grease buildup.

2.19.5. Toilet/Bathing Area. This entire area should be diligently cared for due to the potential for bacteria growth. Clean the toilet (inside and out), shower walls and bathtub, shower curtain and

overhead vent regularly. Do not allow soap scum to build up. Pay particular attention to mold/mildew and remove it immediately with a proper cleaning solution.

2.19.6. Linen. You may use the linen provided by your HMO, or you may use your own personnel linens. All linen must present a neat and clean appearance.

2.19.7. Under Bed. Items stored under your bed must be neatly arranged.

2.19.8. Furniture. Furniture must be clean and neatly arranged in your room. The furniture arrangement cannot prevent easy exiting in-case of emergencies. Items on top of tables, dressers and desks must be neat and dusted.

2.19.9. Windows. Clean the inside of windows and the outside on first floor windows only. Channels and windowsills also need to be kept clean. Report damaged or missing screens to your HMO immediately.

2.19.10. Room Decor. Decor must be neat and in good taste. Any modifications, alterations, or additions to the existing facility must be approved by the HMO.

2.19.10.1. Decals, stickers, posters and the like are not allowed on exterior doors, windows, or furniture.

2.19.10.2. Paint. If you desire to paint your room, you must have approval from the HMO. Prior to your departure; you will be required to repaint at your own expense to the standard off-white color. For normal wear and tear, touch-up paint and materials are available through the HMO.

2.19.11. Wall Decorations

2.19.11.1. You may display works of art, pictures, etc., on your room walls providing they add to the room decor and are in good taste. Unit commanders may establish reasonable restrictions on displaying such items.

2.19.11.2. Picture frames are not required; however, if pictures and posters are used without frames, products are available to attach them to walls without marring the surface. Use only small nails or "J"-type hangers to hang framed pictures.

2.19.11.3. Holes. Any holes put in the walls or ceiling to support shelves, pictures or other decorations will be properly filled/painted prior to the final inspection. Use spackling compound available at any hardware store.

2.19.12. Wall, window or door decor as listed below are prohibited; pictures with exposed breasts (female) or exposed pubic area of either males or females, depiction/representations of sexual acts, profanity or lewd messages in either word or picture symbols, pictures that may be offensive due to race, creed, sex or national origin

2.20. Smoking. Smoking is ABSOLUTELY PROHIBITED. Smoking is not allowed in rooms and common areas to include: dayrooms, hallways, stairwells and bathrooms. Smoking will be allowed only at the outside designated smoking area.

2.21. Supplies. Your HMO does not provide cleaning supplies for personal use. Please contact him/her for information on the proper handling and disposal of personal unused cleaning supplies.

2.22. Vehicles, Parking, Automotive Parts, Maintenance, and Cleaning. All vehicles will be parked only in designated areas and will never be parked on sidewalks, landscaped areas, or grass or seeded areas. Also, do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles should be parked only in designated motorcycle parking areas, and not under gazebos, dormitory stair cases or on sidewalks. Motor vehicles should never emit excessive noise which would disturb or be a nuisance to other residents. Vehicle repairs, oil changes, and similar maintenance are not to be accomplished in the dormitory area or associated parking lots. Additionally, vehicle parts (tires, batteries, seats, etc.) will not be stored in your dorm room. If you need to wash/wax and vacuum your vehicle use the car wash located adjacent to the community center parking lot. Washing does not include degreasing or washing the underside of your vehicle as this presents the possibility of an environmental violation. Please note that non-operational and unregistered vehicles are not permitted in the dormitory area and are subject to removal. Parking or storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc., must be stored in the base RV next to Building 425. Lots are assigned by the Outdoor Recreation office.

Chapter 3

FIRE PROTECTION

3.1. General. If a fire occurs in the dormitory, pull the fire alarm, leave the building, call 911 then call 653-5787 to notify 61st Security Forces.

NOTE: Calling 911 via cell phone will get county dispatch and delay response time. Give the fire alarm operator your name, dormitory number, and street if known. Do not hang up until you are told to do so. All fires must be reported.

3.2. Fire Evacuation Plan. Please review the dormitory fire evacuation plan posted in the common areas. It shows both primary and alternate routes of escape in the event of a fire. Ensure that your furnishings are arranged so that they do not obstruct exits. Know the evacuation plan and practice your escape route. Any questions on fire prevention should be directed to the base fire department.

3.3. Fire Extinguishers. Fire extinguishers are located in your rooms and throughout the dormitory and should not be used for any purpose other than firefighting in an emergency. Notify your HMO if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.4. Fire Alarms/Smoke Detectors. All occupants must evacuate the dormitory if an alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. **DO NOT REMOVE SMOKE DETECTORS FOR ANY REASON.** Articles will not be mounted on, or attached to any fire protection device, wiring, or smoke detector. If a smoke detector makes a “chirping” noise, the battery needs to be replaced. Notify the HMO for instructions on battery replacement.

3.5. Flammable Storage. **STORAGE OF FLAMABLES IS STRICTLY PROHIBITED.** The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover). Decorative candles may be displayed, but never lit (exception; candles and/or air fresheners that emit fragrance without the use of a flame). Evidence of burnt candles/incense qualifies as a violation of the Fire Protection rules.

3.6. Space Heaters. Space heaters of any kind are prohibited in the dormitory.

3.7. Cooking Appliances. Appliances must be placed on a non-combustible surface and have the UL seal of approval on each appliance. Never leave appliances unattended while cooking; it's the number one cause of fires in homes. **NEVER USE WATER ON A GREASE FIRE AND DON'T ATTEMPT TO MOVE THE PAN.** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. Appliances that draw high electrical current including but not limited to electric broilers, tabletop electric grills, electric woks, hot plates or any pressurized gas burners with open flames for cooking or heating, etc. are not allowed in the dormitories.

3.8. Surge Protection/Extension Cords. Surge protectors and extension cords must be of continuous length without splices and must have the UL seal of approval. Position your cords in a manner that will not pose a tripping hazard. Cords will not be attached or secured to walls, placed under floor coverings, or through holes in walls, floors, or ceilings. Multiple head or cobra head type extension cords are not authorized, nor are multiple outlet adapters. Do not daisy-chain extension cords or power strips (only one extension device per outlet).

3.9. Barbecue Grills. A barbecue grill is provided in the dorm patio area. You are responsible for cleaning any grease drippings or repairing any damage caused from using barbecue grills. Use of personal grills is

prohibited inside the dormitories or on the balconies and sidewalks; however, they may be used in the outdoor patio areas.

Grills may be stored in dormitory storage rooms only if they are free of grease, food particles, and flammables/used charcoal. They ***will not*** be stored in occupant rooms.

3.10. Housekeeping for Fire Prevention. Electric appliances such as coffee pots, hot air popcorn poppers, irons, hair dryers and curling irons must be unplugged when not in use. Prevent trash from accumulating in your room. You should take trash to the dumpsters every day. Large boxes and luggage should be stowed in the basement storage area, not in your room. Bicycles must not be stored in exit corridors or secured to railings on the exterior walkways.

Chapter 4

SECURITY FORCES

4.1. General. The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by Security Forces, and when notified, they will investigate all incidents. All inquiries concerning security should be directed to the Law Enforcement Desk at 310-653-5787.

4.2. Parking. Parking is prohibited on grass, seeded, or dirt areas. Do not park in a crosswalk, fire lane, within 50 feet of any building or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas only.

4.3. Visitor Reception. If you plan to have visitors, you must meet them at the Visitor Control Center located at the 24th Street gate (310-653-8387). Visitors must have proper identification and if driving on base, a valid driver's license, registration, and proof of insurance. Sponsors are responsible for the actions of their guests and guests must remain with you at all times. You must be 18 or older to sign in any visitor on the installation. No person under 18 years of age is allowed in the dormitories.

4.4. Weapons, Firearms and Fireworks. Weapons, flares, fireworks, ammunition or any type of explosive devices are PROHIBITED in the dormitory. This includes, but is not limited to, bows and arrows, martial arts weapons and knives with blades longer than 3 inches. All types of guns designed to propel an object (BB, pellet, paint, bullet, stun guns, etc.) whether by air, gas or other means are PROHIBITED. Local laws and military instructions, govern registration, possession and storage of privately owned weapons. Only unsharpened historical swords and daggers that are mounted or permanently fixed will be allowed in the dormitories. All firearms must be registered and stored at the security forces armory.

4.5. Crime Stop. Promptly report vandalism to the Law Enforcement Desk at 310-653-5787. Secure your room at all times while away.

4.6. Crime Prevention Tips.

4.6.1. Burglary. Upon moving into your government quarters, check for defective locks, window latches, and other entry points. Engrave your social security number or driver's license number on your personal property that may be susceptible to theft or loss. Secure all doors and windows before at night, when absent from your room or departing the area. When leaving your residence for more than 72 hours (IE: leave or deployment) contact the HMO so they can check your room while you are gone. In the event of an extended absence, inform the post office to hold all mail and newspapers.

4.6.2. Car Theft. Over half of all stolen cars have the keys in the ignition--always remove them. Most stolen cars are unlocked--always lock up. Don't hide spare keys in your car. Never leave the engine running, even for a few minutes, when you are not present. Motorcycles should be chained to a secure object. Lock the steering column.

4.6.3. Larceny. Don't leave tempting articles in plain sight in an unattended vehicle as they targets for thieves. Mark these items and secure them in your trunk or take them inside your quarters at night. Remember to secure your bicycle to a fixed object with a lock and chain when not in use or store it in your room. Do not secure your bicycle to stair or balcony railings. To do so creates a safety hazard. Secure your vehicles when you park them and remove all valuables from view by placing them in a locked compartment or in the trunk.

Chapter 5

GOOD NEIGHBORS

5.1. General Occupant Courtesy. It's not easy for people from different walks of life to live together in close quarters. Courtesy and respect reduces tension among dormitory residents. Please be considerate of others at all times. Do not assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume down; excessive stereo and television amplification is very disruptive to some people.

5.3. Quiet Time. Excessive noise will not be tolerated at any time. Excessive noise is defined as any noise, regardless of the source, that can be heard outside the room or through the walls. Quiet hours are observed 24 hours a day in the dormitory area. If stereos or other noise can be heard outside your room or through the walls, it's too loud. Excessive noise is the primary complaint received by Security Forces. Don't assume that your neighbors enjoy the same type of music you enjoy and please keep the volume down.

5.4. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, take into consideration that other dormitory residents may be asleep. Please clean up after yourselves. This includes returning dayroom furniture to its original position when done and disposing of your trash properly and promptly. Remember, the Club and Community Center are available for parties

5.5. Recreation Vehicles, Motorcycle Trailers, Jet Skis, Wave Runners, etc. Recreational vehicles are not to be stored in the dormitory parking lot.

Chapter 6

SAN PEDRO SPECIFIC TOPICS

6.1. Business Enterprises. Any business for profit conducted from your dormitory room must first be approved in writing through the housing office. SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS. Contact the base housing office for additional information.

6.2. Solicitation. All forms of solicitation are prohibited in the dormitories. Please refer to AFI 32-6001, *Family Housing Management*, for more information. Report solicitors to the Law Enforcement Desk at 310-653-5787 immediately.

6.3. Cable Television. Cable television service is available through Cox Cable (310-377-1800). You are not authorized to attach a satellite dish/antenna to the building/roof in Unaccompanied Housing. If you decide that you want cable and/or Wi-Fi in your room, please coordinate install with the HMO.

6.4. Mail. Mail is delivered to the dormitories. You will be assigned a post office box by the HMO while in processing. Your Mailing address will be

Your Name
33 Patton Quadrangle
Box ##
San Pedro, CA 90731

For Packages please have them delivered to:

Your Name
31 Patton Quadrangle
San Pedro, CA 90731

Your HMO will contact you when your package arrives.

6.6. Earthquakes/Disasters. Los Angeles AFB is located in an area highly vulnerable to earthquakes. Be prepared. Following the simple actions listed below can eliminate many injuries and hardships.

6.6.1. Before an Earthquake/Disaster. Store heavy items on lower shelves. Install clips, latches, or other locking devices to cabinet doors. Keep a flashlight and shoes by your bed. Know first aid and CPR. Know location of emergency or first aid kit. Prepare a SURVIVAL KIT to keep in your room or car (suggested items: name and home phone number of an out-of-town contact to report your location and condition, heavy-duty trash bags to use as poncho, sanitary disposal, privacy curtains, etc., toilet paper, walking shoes, critical medication and eye glasses, fire extinguisher, first aid kit, water - two quarts to one gallon per person per day, water purification tablets or liquid chlorine bleach for use in disinfecting water, food - canned or dried, precooked or requiring minimum heat or water, can opener, first aid book, blankets or sleeping bag, flashlight with spare batteries/bulbs, radio - portable, spare batteries, watch or clock, tools, heavy gloves and sturdy shoes, crowbar to open jammed doors, and duct tape.

6.6.2. During an Earthquake/Disaster. DUCK, COVER, AND HOLD ON!!! If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not rush outdoors during the shaking. Watch for falling, or sliding objects and move away from windows. If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not try to rush for doorways or leave the building during the shaking. If you are in an automobile, stop and

stay in your vehicle until the shaking stops. Avoid stopping near trees and power lines or under overpasses.

6.6.3. After an Earthquake/Disaster. Put on heavy shoes to avoid injury from debris. Check for fires and fire hazards. Check neighbors for injury. Give first aid if necessary. Do not touch downed power lines or objects touched by downed wires. Clean up potentially harmful materials and spills. Check emergency supplies. Do not drink water unless competent authority has informed you that water is safe to drink. Do not use phones except for genuine emergencies. Do not go sightseeing. Be prepared for aftershocks. Open closets and cupboards carefully. Cooperate with installation safety officials. Listen to your radio for advice and information.

6.6.4. If You Must Evacuate. If you feel your building is unsafe or you are told to evacuate your building, you should go to the grassy Quadrangle area. This is the gathering point for all dorm personnel. Before leaving your residence, prominently post a message indicating where you may be found. Take with you: medicines, glasses, first aid kit, flashlight and portable radio, important papers and cash, food, sleeping bags/blankets and extra clothes.

Chapter 7

SELF HELP

7.1. Standards and Specifications. Self-help projects are defined as improvements such as painting, redecorating, alterations or additions performed by the occupant. They must be relatively simple and are usually designed for benefit of occupants. The standards for authorized self-help work are determined by the HMO.

7.2. Requesting Self-Help Work. Self-help work must not generate maintenance or repair costs. All self-help work requires completion of an AF Form 332, Base Civil Engineer Work Request, and must be coordinated through the HMO and appropriate offices as directed by them. Work must not be started until this procedure has been followed and approval received.

7.3. Painting Interior Walls. Submit an AF Form 332 if you desire to paint your room. The HMO will inspect before and after painting. All paint colors must be approved and purchased at your own expense. The room must be returned to standard color prior to terminating the room, or the room must be accepted as is by the new occupant.

7.4. Disposition of Improvements. Self-help improvements may be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable standards. When work is not acceptable, as determined by HMO, removal is required and the area must be restored to its original configuration.

Chapter 8

TERMINATION OF UNACCOMPANIED HOUSING

8.1. **30-Day Notice.** Orders are not required for termination inspection. A minimum of 30-day notice is required prior to your desired termination date (exception; short notice PCS). Notify your HMO, who will schedule a date for an inspection. The HMO will provide you with the cleaning standards for the final inspection. You will need a power of attorney if you need a substitute to stand in for you. Notify your HMO in advance so the necessary forms and guidance may be provided.

NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE RESTS SOLELY WITH THE OCCUPANT. If you need a substitute to stand-in for your final inspection, notify the HMO in advance for necessary guidance.

8.2. Pre-Final Inspection. This inspection is designed to assist in expediting your departure by preparing you for your final inspection. You should call HMO and schedule an inspection at least 30 days in advance of your anticipated final inspection date. At the inspection, your inspector will identify any damages above fair wear and tear, note work requirements for maintenance, and preview cleanliness standards. You will be held liable for any damages beyond fair wear and tear.

8.3. Final Inspection. The HMO will assess the condition of assigned rooms and furnishings as compared to discrepancies noted at the initial inspection to determine damages or loss. You are responsible for accomplishing all cleaning tasks that are directed by the HMO. All final-out inspections will be by appointment only. All common areas, private rooms and appliances must be cleaned and be in inspection order when checking out. Any changes/damage made to your room must be returned/repaired back to its original state (Examples: excessive holes in walls, wall painting, furniture alterations etc.). Minor items may be corrected during the final inspection. If you fail your inspection, you must arrange another inspection date with the HMO. The re-inspection will be at the earliest mutually acceptable time to minimize delay of resident departure.

8.4. Residing Off Base. Under certain circumstances, per AFI 32-6005, members in grades E1-E4 are allowed to reside off base. Permission from your Unit Commander and First Sergeant is always required on AF Form 291. You must terminate your quarters before you can receive single-rate BAH:

8.4.1. **Within 30 Days of Marriage.** You may receive BAH 30 days prior to marriage if you set up a household in the local area. Contact the HMO for an application package. Your BAH will not start until the day after you have cleared your quarters at final inspection.

8.4.2. **Moving into Family Housing.** If you will be moving into family housing upon marriage, you must notify HMO 30-60 days prior to projected move out, and set up pre-final and final inspections of your dormitory room.

8.4.3. **Pregnancy.** With the Unit Commander's approval, a pregnant member may request authorization of BAH and move off base at the 20th week of pregnancy. An AF Form 291 signed by her Unit Commander must be submitted to the HMO.

8.4.5. **Hardship.** Hardships are defined as unique and unusual circumstances that, in the commander's judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade. If you feel you have a hardship that would be relieved by residing off base with BAH, you should prepare a letter describing the hardship, have it endorsed by your Unit Commander, and submit it along with documented proof of the problem to your first sergeant. The request will be forwarded to your unit commander for approval/disapproval.

ATTACHMENT 1--BAY ORDERLY DUTIES

A1.1. General. Bay Orderly duty is a military formation and is performed Monday and Thursday from 0800-1600 (report to the HMO at 0800 to receive duties for the day), Federal holidays excluded. THE HMO SUPERVISES YOUR BAY ORDERLY DUTIES. This list is not all-inclusive; YOU MAY BE TASKED WITH ADDITIONAL DUTIES IF NECESSARY.

A1.2. Absences. The HMO/First Sergeant must approve any appointment requiring your absence from bay orderly duty.

A1.3. Schedule Changes. Attempt to swap bay orderly days with your fellow dorm residents. If that doesn't work, contact the HMO to work something out. If you do swap, contact the HMO the Friday before to let them know of the schedule change.

A1.4. Work Requests. The Bay Orderly is responsible for reporting all emergency work requests in the common areas to HMO to include the following: no water or electricity, plumbing problems (leaking, faucets, water leak, sink stopped up, toilet constantly running, etc.), door lock problems, etc. Once repaired, HMO will validate that the problem is fixed prior to releasing the maintenance technician, and will close out the work order as appropriate. The HMO will provide access to the rooms only to those people properly identified as being an occupant of the room. The HMO will need 24-hr notice if a contractor or maintenance person needs access to dorm rooms.

A1.5. BAY ORDERLY DUTIES:

A1.5.1. Dayroom / TV Room. Collect and dispose of all litter and debris, empty all trash receptacles and replace liners, clean windows seal (interior) and blinds, clean wall surfaces, doors, wall plates, inspect for and remove all spider webs, clean, polish, dust and straighten all furniture and equipment, vacuum, clean/dust electronic equipment, dust wall art, clean interior light fixtures, replace burned out light bulbs, inspect and clean A/C units.

A1.5.2. Gym Room. Sweep and mop floor, clean, dust and straighten all equipment, clean windows, seals and blinds, clean all A/C units, check filters, dust heaters, clean art work and mirrors, empty all receptacles and replace liners, clean interior light fixtures, replace burned out light bulbs, clean wall surfaces, doors, wall plates

A1.5.3. Kitchen. Clean and sanitize all appliances, sink and countertops, clean wall surfaces, doors and wall plates, clean cabinets inside and out neatly organize kitchen supplies, clean the refrigerator, discard old/outdated food, clean light fixtures, replace burned out light bulbs, clean and inspect stove hood, inspect and clean A/C units, check filters, dust heaters, sweep and mop floor, clean dust and straighten all furniture (tables & chairs), collect and dispose of all litter and debris, empty all trash receptacles and replace liners, clean and dust artificial plants and art work, clean windows, seal and blinds.

A1.5.4. Common Areas Bathroom. Clean and sanitize toilets, clean and sanitize soap dispenser, paper towel and toilet paper dispensers, replace soap, paper towels and toilet paper as needed, inspect for and remove all spider webs, clean medicine cabinet and mirror, clean interior light fixtures, replace burned out light bulbs, clean wall surfaces, door and wall plates, sweep and mop floor, empty all trash receptacles and replace liners.

A1.5.5. Utility Room. Neatly organize cleaning supplies, clean and dust all equipment, sweep and mop floor, clean and sanitize sink, clean wall surfaces, wall plate and doors. Notify HMO if you need cleaning supplies

A1.5.6. Main Entrance / Lobby / Hallways. Sweep the mop floors and vacuum, clean light fixtures, replace burned out light bulbs, clean the windows, doors, wall plates, art work and hand rails, clean picnic table, inspect for and remove all spider webs.

A1.5.7. Library and Desk Room. Clean and dust all shelves, furniture, clean and dust ceiling fan, light fixtures and art work, clean doors, windows, wall plate and dust artificial plants.

A1.5.8. Laundry Room. Clean washers and dryers inside and out (report any damage to HMO), remove lint from lint traps on dyers, sweep and mop floors, clean wall surfaces, wall plates, doors, clean interior light fixtures, replace burned out light bulbs, clean and sanitize sink, empty all trash receptacles and replace liners, clean laundry room table and exposed pipes.

A1.5.9. Storage Cages Area. Empty all trash receptacles and replace liners, sweep and mop floors, notify HMO of any leaking pipes and/or unsecured cages, inspect for and remove all spider webs.

A1.5.10. Exterior Building. Collect trash and debris from all parking lots surrounding the dorm, collect trash and debris in a 15 yard radius surrounding your building, collect trash and debris in dumpster containment areas, collect trash and debris from the Gazebos (to include cigarette butts), clean picnic table and BBQ Grill, sweep dumpster containment areas, sweep exterior stairwells, remove trash & cigarette butts, sweep exterior balconies, remove trash & cigarette butts, sweep exterior sidewalk remove trash & cigarette butts, inspect for and remove all spider webs on gazebo and balcony, empty all trash receptacles, to include gazebo, and replace trash liners, remove trash and debris then sweep bike storage areas. Bay orderly & HMO will inspect smoke detectors once month.

REPORT ANY VANDALISM TO THE HMO IMMEDIATELY.

ATTACHMENT 2--DORMITORY ROOM INSPECTION CHECKLIST

ROOM NUMBER _____ BLDG NUMBER _____ DATE: _____

Subject: Room Inspection Results

Al. The following discrepancies, indicated by check marks and items circled are noted:

KITCHEN AREA:

- Al.1 _____ REFRIGERATOR DIRTY
- Al.2 _____ REFRIGERATOR DOOR SEALS DIRTY
- Al.3 _____ REFRIGERATOR FREEZER NEEDS DEFROSTED
- Al.4 _____ STOVE TOP DIRTY
- Al.5 _____ STOVE DRIP PAN NEED CLEANING OR REPLACE
- Al.6 _____ STOVE KNOBS NEED TO BE GREASE FREE
- Al.7 _____ MICROWAVE DIRTY CLEAN IN SIDE OUT
- Al.8 _____ MICROWAVE CLEAN THE DOOR AND UNDERNEATH
- Al.9 _____ KITCHEN COUNTERS DIRTY
- Al.10 _____ SINK DIRTY/SINK FIXTURES DIRTY
- Al.11 _____ SINK NOT FREE OF DIRTY DISHES
- Al.12 _____ CABINETS DIRTY
- Al.13 _____ CABINETS UNDERNEATH SINKS NOT TIDY OR CLEAN
- Al.14 _____ WASTE CAN NOT EMPTIED/NEEDS CLEANING
- Al.15 _____ FLOOR DIRTY/NOT SWEEP/NOT MOP
- Al.16 _____ CEILING LIGHT FIXTURE
- Al.17 _____ WALLS DIRTY/BASEBOARD DIRTY

BEDROOM AREA:

- A.1.18 _____ BED NOT MADE/BED LINING NEEDS LAUNDRYING
- A.1.19 _____ CLOTHING NOT PUT AWAY
- A.1.20 _____ CLUTTER IN CLOSET
- A.1.21 _____ FURNITURE DUSTY/FURNITURE NOT NEATLY ARRANGED
- A.1.22 _____ CARPET NOT VACUUMED
- A.1.23 _____ CARPET DIRTY OR STAIN NEED TO SHAMPOO
- A.1.24 _____ WALLS/BASEBOARD DIRTY
- A.1.25 _____ WINDOWS/WINDOWS SILL DIRTY
- A.1.26 _____ BLINDS OR DRAPES DIRTY/IMPROPERLY HUNG
- A.1.27 _____ CEILING FAN DIRTY/BLADES/GLOBE/REPLACE LIGHT BULB
- A.1.28 _____ MIRROR DIRTY
- A.1.29 _____ INAPPROPRIATE PICTURES/POSTERS DISPLAYED

BATHROOM AREA:

- A.1.30 _____ SHOWER AREA DIRTY (SOAP BUILD-UP ON WALLS)
- A.1.31 _____ FIXTURES (SHOWER HEAD and FAUCET) / DIRTY TUB
- A.1.32 _____ SHOWER CURTAIN NEEDS TO BE CLEANED OR REPLACED
- A.1.33 _____ SHOWER DRAIN CLOGGED OR DIRTY
- A.1.34 _____ TOILET DIRTY/INSIDE/OUTSIDE OF BOWL AREA
- A.1.35 _____ VANITY AREA DIRTY/SINK DIRTY/CLUTTERED UNDERNEATH SINK
NOT TIDY
- A.1.36 _____ FIXTURE LIGHTING /GLOBE DIRTY / REPLACE LIGHT BULBS
- A.1.37 _____ MEDICINE CABINET DIRTY/MIRROR
- A.1.38 _____ EXHAUST VENT DIRTY/MILDEW or MOLD
- A.1.39 _____ FLOOR DIRTY/NOT SWEEPED/NOT MOPPED

MISC:

- A.1.40 _____ LIGHT/CEILING FAN/STEREO/TV APPLIANCES: LEFT ON WHILE
UNATTENDED or HEAT PRODUCING APPLIANCE LEFT PLUGGED IN
WHILE UNATTENDED—(CROCK POT / COFFEE MAKER)
- A.1.41 _____ UNACCEPTABLE MULTIPLE OUTLET PLUGS IN USE
- A.1.42 _____ PERSONAL VALUABLES NOT SECURED
- A.1.43 _____ DAMAGED OR BROKEN GOVERNMENT FURNISHINGS/FIXTURES
- A.1.44 _____ ENTRANCE DOOR OR FRAME DIRTY/MARKED/SMUDGED
- A.1.45 _____ UNAUTHORIZED BURNING OF CANDLES or INCENSES

A2. Your room is RATED: A B C D**A = Outstanding****B = Excellent****C = Satisfactory****D = Unsatisfactory** -- You will take immediate action to correct the discrepancies noted.

Your room will be re-inspected on _____ at _____ hrs.

YOUR PRESENCE IS / IS NOT REQUIRED FOR RE-INSPECTION.**NOTE:** Review this checklist and return to HMO ASAP.**ROOM INSPECTED BY:** _____**Commander I First Sergeant I HMO**

BASE CIVIL ENGINEER WORK REQUEST <small>(See Reverse for Instructions)</small>				Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.					
SECTION I - TO BE COMPLETED BY REQUESTER					
1. FROM (Organization) 61 CELS		2. OFFICE SYMBOL CEIHH	3. DATE OF REQUEST 20170313	4. WORK REQUEST NO. (For BCE Use)	
5. NAME AND PHONE NO. OF REQUESTER James M. Langner, 310-653-8460			6. REQUIRED COMPLETION DATE 20170430	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED Bldg 33 (Dormitory located on Ft Mac)	
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate) Bldg 33 was inspected by ABG Safety Office (SSgt Travis Scott). After his walk-through and collaborating with Base CELS personnel, he identified 2 issues both related to emergency lighting in Bldg 33. Currently the hallway lights do not have the capability to be externally tested and emergency exit signs do not illuminate properly. 1. Install lights that have battery backups with external test buttons when the building loses power (should be every other light on both floors). 2. Install emergency exit lights that meet current safety standards - 7 Emergency Exit lights 1st and 2nd Floor and 2 Emergency Exit lights in basement - 11 light fixtures total on first floor, 12 light fixtures total on second floor, 4 light fixtures in basement					
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED (Not required for maintenance and repair) Reference: 29 CFR 1910.37(b)(6) Each exit sign must be illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source and be distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06 footcandles (0.21 cd/m ²) are permitted. NFPA 101, para 7.9.3.1.1 Testing of required emergency lighting systems shall be permitted to be conducted as follows: (1) Functional testing shall be conducted monthly, with a minimum of 3 weeks and a maximum of 5 weeks between tests, for not less than 30 seconds, except as otherwise permitted by 7.9.3.1.1(2). (2) The test interval shall be permitted to be extended beyond 30 days with the approval of the authority having jurisdiction. (3) Functional testing shall be conducted annually for a minimum of 1 1/2 hours if the emergency lighting system is battery powered. (4) The emergency lighting equipment shall be fully operational for the duration of the tests required by 7.9.3.1.1(1) and (3). (5) Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction. 7.9.2.1 Emergency illumination shall be provided for a minimum of 1 1/2 hours in the event of failure of normal lighting. NFPA 101 para. 7.9.2.1.2 Illumination levels shall be permitted to decline to not less than an average of 0.6 foot-candle (6.5 lux) and, at any point, not less than 0.06 foot-candle (0.65 lux) at the end of 1 1/2 hours. NFPA 101, para 7.9.2.1.3 The maximum-to-minimum illumination shall not exceed a ratio of 40 to 1.					
10. DONATED RESOURCES					
<input checked="" type="checkbox"/> FUNDS	<input checked="" type="checkbox"/> LABOR	<input checked="" type="checkbox"/> MATERIAL	<input type="checkbox"/> CONTRACT BY REQUESTER	<input type="checkbox"/> NONE	
11. NAME OF REQUESTER James M. Langner		12. GRADE OF REQUESTER GS-12	13. SIGNATURE OF REQUESTER (See Reverse of Form) LANGNER.JAMES.M.11473850 28 <small>Digitally signed by LANGNER.JAMES.M.1147385028 (DN: cn=J.M. Langner, o=U.S. Government, ou=DoD, ou=AF) Click to sign LANGNER.JAMES.M.1147385028 Date: 2017.03.13 10:55:52 -0700</small>		
14. COORDINATION					
SECTION II - FOR BASE CIVIL ENGINEER USE					
15. WORK ORDER (Place an "X" in the appropriate box.)					
<input type="checkbox"/> IN-SERVICE	<input type="checkbox"/> SELF-HELP	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SABER		
16. DIRECT SCHEDULED WORK (Place an "X" in the appropriate box.)					
<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> URGENT	<input type="checkbox"/> ROUTINE	<input type="checkbox"/> SELF-HELP	<input type="checkbox"/> MIC	
17. SELF-HELP (Place an "X" in the appropriate box.)					
<input type="checkbox"/> BRIEFING REQUIRED		<input type="checkbox"/> ADEQUATE COORDINATION		<input type="checkbox"/> INSPECTION REQUIRED	
SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER					
18. WORK CLASS	19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST	
<input type="checkbox"/> 23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)	<input type="checkbox"/> 24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	<input type="checkbox"/> 25. APPROVED	<input type="checkbox"/> 26. DISAPPROVED		
27. REMARKS					
SECTION IV - APPROVING AUTHORITY					
28. NAME AND GRADE (Please Type or Print)			29. SIGNATURE Click to sign	30. DATE	

WiFi and Cable Television Rules

Each of these services are located in on all the common areas on the first floor of the dormitory (4 TVs--2 in common area, 1 in movie room, and 1 fitness area).

Each has remote, they all are the same and we need you all to follow/adhere to a few simple rules:

1. Leave the remotes by each respective TV
2. Turn the TVs off when you are done
3. Only use the wifi in the common area (1st Floor)--this is not to be used in your rooms (don't go out and buy a repeater or hot spot to piggyback) as we will be monitoring and inspecting for this regularly and will report to your chain of command if you are abusing.

I ask that each of you follow these and take care of each other to ensure you all are following these simple rules.

Wifi Login: BLDG33

Password: DORMITORY1