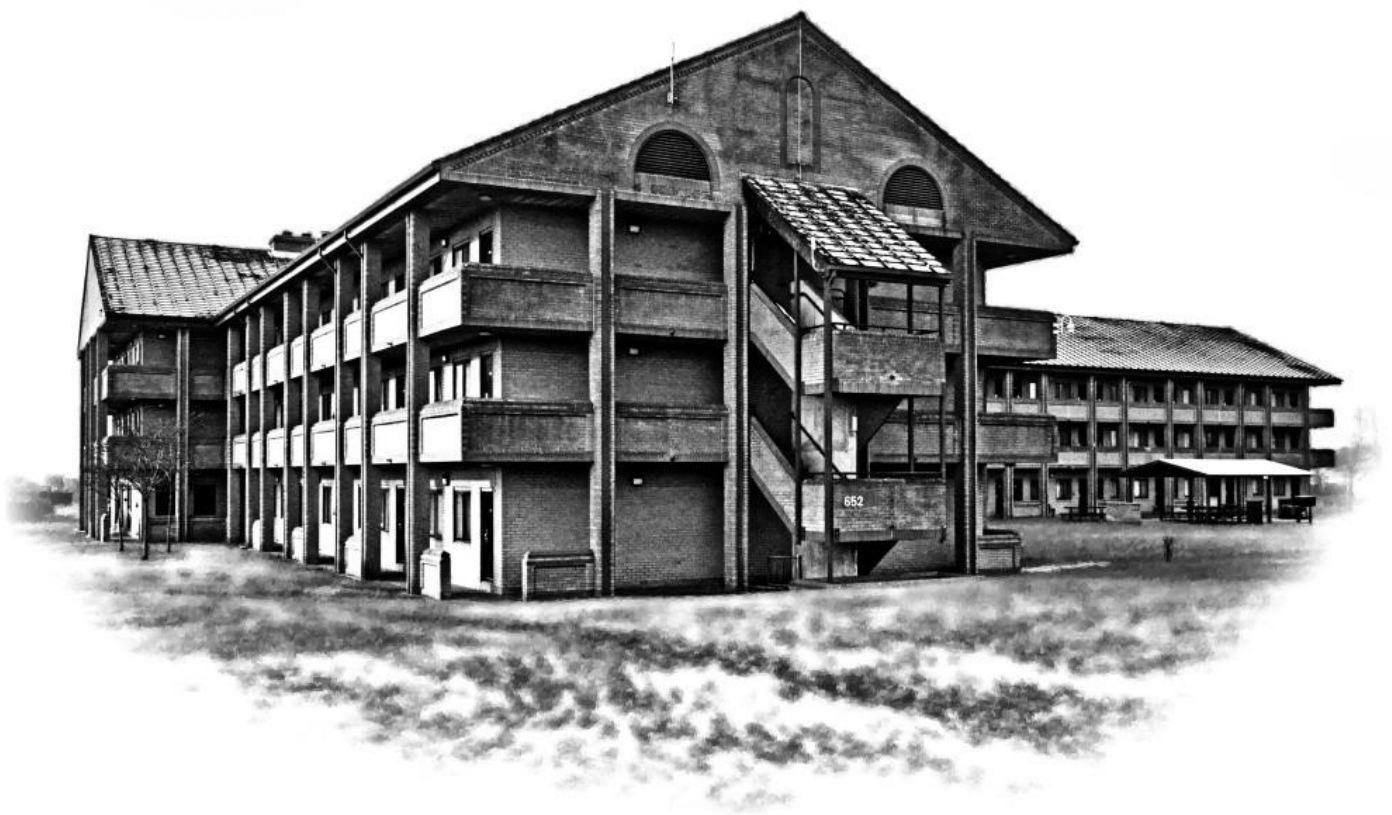


RAF ALCONBURY

UNACCOMPANIED RESIDENT BROCHURE



UNACCOMPANIED HOUSING
BUILDING 652 / ROOM 101
DSN: 268-3115
COMM: 01480-843-115
CELL: 07522-318-432
EMAIL: 423CESAIRMANDORMITORYLEADER@US.AF.MIL

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Welcome to RAF Alconbury Unaccompanied Housing (UH)

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

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

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

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

Dormitory Management

GENERAL INFORMATION

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

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

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

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

Pest Control: Report any insect or pest control problems to the ADL immediately. The Civil Engineer Squadron will dispose of dead animals found on base.

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

Internet: A full list of internet service providers that operate over Openreach infrastructure is available at:
<https://www.openreach.com/broadband-network>

Enter in your RAF Alconbury post code (PE28 4DA), select B652, and follow the prompts for Standard Broadband to select a provider of your choice. Residents will need to work with the ISP to determine the best price and service that meets your need. Shorter service contracts (less than 12 months) will need to be tailored with an ISP representative to provide you a per-month price. Otherwise, terminating a contract may incur a termination charge.

Alternatives would be 4G or 5G Wi-Fi pucks provided by mobile phone companies with a “Pay-As-You-Go” SIM card option. Additionally, there are several on-base agencies that provide public Wi-Fi capabilities (Military Family Readiness Center, Base Library, Community Center).

Work with your ISP to ensure that they understand that they will be driving on a military installation which will require a background check and signed onto the base. As the customer, you will have full responsibility to meet the ISP technician, sign them on to the base at the 423 SFS Visitor Control Center, and escort them on and off the base.

Cable TV: You are provided with Armed Forces Network (AFN) television free of charge. Go to www.afneurope.net for program times.

TV Licesnse: Aside from AFN, the law says you need to be covered by a TV license in order to watch or record programs as they’re being shown on a television or stream programs live from an online TV service (such as ITV Hub, All 4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.) or watch any BBC programs on iPlayer. You may use the following link for additional information and sign up:
<https://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/armed-forces-personnel-aud7>

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

Room Decorations: Hanging pictures or posters is allowed if appropriate and not offensive in nature. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Adhesive hanging nails with the quick remove pull tabs are authorized and recommended over nails. Use nails or picture hangers to hang pictures and objects. Do not fill holes when you remove the nails.

Storage: Adequate and secure storage space is available on premise for dormitory residents to store personal property items. Ask the ADL for assistance if additional storage space is required.

Climate Conditions: Be aware of ice formation on the walkways/stairs, impaired driver’s vision due to fog, and the chances of standing water formation in the roads while driving.

UNAUTHORIZED ITEMS

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

- Animals unless identified as support companions
- Any pictures, posters or other types of images that:
 - Encourage drug use, criminal act, or discrimination/isolation/racism
 - Depict a pornographic/sexual nature, to include drawing, cartoon, sculpture or painting illustrations
 - Illustrations which depict or describe matters which would be offensive to host nation visitors
 - Any organization, movement or group that unlawfully advocates or practices acts of force or violence to prevent others from exercising their rights under the laws of the United States or of any state, or which seek to overthrow the government of the United States or its subdivisions by unlawful means.
- Automotive rebuilding parts and auto batteries
- Portable grills and cooking appliances except coffeepot, kettle, or issued microwave
- Space heaters of any type
- Live holiday trees
- Drugs
 - Illegal/Unauthorized
 - Out of date prescriptions
 - Prescriptions prescribed for someone else
- Used candles: wick must be unlit and cut to the level of the wax or removed all together
- Open flames
 - Candles, incense burners, oil lamps, Tiki Torches, Smoking Material
- Explosives
 - Fireworks, flares, firearms, gun powder, etc.
- Flammables:
 - Include but not limited to gasoline, charcoal, lighter fluid, paint, Sterno fuel, or other combustible liquids
- Martial arts weapons
- Paintball guns to include pellet guns, ammo, Air Soft rifles, bows, and cross bows
- Knives with a locking blade or greater than 3 inches long
 - Authorized Knives:
 - Kitchen knives, if secured in wall locker or in kitchen
 - Leatherman if issued for use on the job

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

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

DORMITORY MANAGEMENT

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

Initial Inspection: The ADL, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of your room assignment.

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

Service Response: There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled.

Type	Resp. Time	Defined As
Emergency	1 hr	Failure or want of repair giving rise to an immediate and serious adverse effect on, or risk to the safety of persons, property or the environment, the security of the Facility, Asset and or personnel, or Critical operation practices of the Facility, Asset and or the customer.
Urgent	8 hrs	Failure or want of repair giving rise to a serious adverse effect on, or risk to the safety of persons, property or the environment, the security of the Facility, Asset and personnel, or Critical operational practices of the Facility, Asset and or the customer.
Routine	3 days	Failure or want of repair which causes no immediate and adverse effect on, or risk to, the safety of persons, property or the environment, the security of the Facility, Asset and or personnel, or customer operations.

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

Exterior Building and Grounds Care: You are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door. This may require sweeping or vacuuming the hallway or walkway around your room. The base normally maintains common areas on the campus. Residents are responsible for keeping the grounds around your facility clean; the ADL may require additional grounds care.

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

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

Filters: Heating filters are government-furnished and maintained.

RESIDENT RESPONSIBILITIES

Laundry Facility (Washer and Dryer): Washer and dryer use is available for all dorm residents. Washing with full loads is recommended to conserve energy. Do not overload washers or dryers. Please be considerate of other residents by promptly removing your clothing from washers and dryers.

Refuse Collection and Disposal: Place your room trash and garbage in the dumpsters provided. Garbage cans in the common areas are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells. Disposal of any unwanted electrical items in dumpsters is prohibited. Please contact the Environmental Office at 268-3168 for proper disposal instructions.

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

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

Social Visit Policy: All guests must be at least 18 years old, be escorted at all times and are prohibited between hours 2400-0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized. Residents may sponsor guest(s) only in the building in which they reside. A guest is anyone invited by a resident to a dormitory building or room the guest is not assigned to. A guest will be permitted to visit a sponsor in his or her room and common areas.

Guests must be ESCORTED AT ALL TIMES

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

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

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

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

Repair Costs: May fall upon the resident if found liable. The typical cost of the item below is the most commonly damaged and destroyed as a result of neglect.

Damage	Estimated Cost	Remarks
Carpet	\$300	Heavily stained

Renter's Insurance: Check with your insurance company regarding rental insurance rates so you're covered in case something happens.

CLEANING STANDARD

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

Kitchens: Whether assigned kitchenette or common use kitchen, all occupants are responsible for cleanliness. Close the door when it is not occupied to prevent unwanted pests and rodents from wondering in! Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. To avoid permanent damage to countertops, do not place hot pots, pans, and utensils on countertops. Also, do not pour grease or food down drains as it solidifies in the pipes and clogs the drain. Kitchenettes are part of room inspections and assigned groups will be responsible for that particular kitchenette. If a kitchen is not within standards upon entrance, report the issue to the ADL.

Bathroom: Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, please clean frequently to prevent mold and mildew stains. If the stains will not come off, request a new one from the ADL. Clean tub and shower walls periodically with a product made to remove mildew.

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

Carpets: Clean, shampoo, and sanitize the carpet periodically. Hoovers are available to check out from the ADL upon request.

Walls: Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Adhesive hanging nails with the quick remove pull tabs are authorized and recommended over nails. Do not fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls.

Laundry: You must clean the dryer trap before each use and dispose of any lint and dryer sheets in the trash bins provided. Clothing left on countertops longer than 24 hours will be donated to the recycling center. Contact the ADL if you have any questions.

FIRE PROTECTION

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

Cooking: Cooking in dayrooms and resident sleeping rooms is prohibited, except in microwaves. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchens. When cooking, never leave cooking unattended. Clean the kitchen exhaust fan filter often to prevent accumulation of grease. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department.

NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN!

All kitchens are fitted with dry chemical extinguishers that can be initiated via actuator at the exit door to the room.

Housekeeping: DO NOT allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

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

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.

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

Barbeques & Flammable storage: Located within the barbeque pit area near the parking lot

Report any fire, regardless of size!

Give the fire alarm operator your name, dorm room number--Building 652 and street name--Oklahoma Street. Do not hang up until you are sure the information has been received correctly.

FIRE REPORTING

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

- 01480-841911 from your mobile
- 911 from DSN telephone line

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

SECURITY FORCES

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

Prohibited Items: Weapons, flares, fireworks, ammunition or any type of explosive device in the dormitory is punishable under Article 92, of the UCMJ. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches. All types of guns designed to propel a missile (BB, pellet, bullet, paint ball etc.) whether by air, gas or other means to include stun guns are also prohibited.

All firearms must be registered and stored with the Security Forces Squadron. The Installation Commander is responsible for controlling and safeguarding base property. When notified, Security Forces will investigate incidents under their jurisdiction. For more information, please phone 268-5100.

COMMUNITY RESIDENTIAL ACTIVITIES

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

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

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

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

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

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

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

Pay It Forward: The Community Closet, located in the first floor dayroom, is available for resident use. Operational or surplus items no longer needed/wanted may be left neatly for others. Please ensure left over and discarded items are functional for use!

DEPARTING UNACCOMPANIED HOUSING

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

Pre-final Inspection: This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the ADL also identifies normal maintenance and damages above normal wear and tear. The ADL will provide a cleaning checklist and can discuss your individual cleaning requirements.

Final Inspection: This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pre-termination inspection. If you fail your final inspection, ask the ADL to schedule a re-inspection as soon as possible.

USEFUL NUMBERS

UNACCOMPANIED HOUSING MANAGEMENT TEAM

POSITION	PHONE NUMBER
Housing Management Chief	268-2507
Airman Dorm Leader	268-3115

EMERGENCY: FIRE / MEDICAL

DSN: 911
CELL: 01480841911

ORGANIZATIONS

Medical Sq	268-4503
Security Forces	268-2400
Chapel	268-3175
TMO	268-3357

SERVICES

Lodging	268-6000
Auto hobby	268-3435
Daily Grind	268-3706
Outdoor Rec	268-3734
Arts & Crafts	268-3867
Bowling alley	268-3682
Stukeley Inn (Club)	268-3382
NYPD (Molesworth)	268-2221
Information/Tickets/Travel (ITT)	268-3704

COMMERCIAL AGENCIES

Community Bank	268-3160
Keesler Federal Credit Union	268-3861
BT (Phone/Internet Provider)	0800 800 150
Vonage (Phone/Internet)	0808 168 1001
Javelin Internet	0207 226 1557
OneTel	0800 957 9000
Cable Com	0845 320 0028
Virgin Media	0800 064 3836
SKY Satellite Television	0333 005 0267
USAA	00 800 531 811 110

AAFES

Alterations	268-3782
Auto Store	268-3435
Barber shop (Alconbury)	268-3884
Barber shop (Molesworth)	268-2572
Base Exchange (BX)	268-3763
Dry Cleaners	268-3593
Shoppette (Molesworth)	268-2593

HELP / ASSISTANCE

Chaplain

268-3343
07775 720 407

Mental Health

268-4552
0773 620 859

ROOM INSPECTION CHECKLIST

FAILURE (AUTOMATIC):

CONTRABAND / SAFETY & SECURITY HAZARDS

- | | |
|--|---|
| <input type="checkbox"/> 01. Exterior door not locked & secured shut
<input type="checkbox"/> 02. Cross-shelving support columns (bookshelves) moved
<input type="checkbox"/> 03. Extension cords or multi-outlet blocks improperly used
<input type="checkbox"/> 04. Smoke/heat detectors blocked or obstructed
<input type="checkbox"/> 05. Unapproved space heaters | <input type="checkbox"/> 06. Candles (w/signs of being burnt)
<input type="checkbox"/> 07. Flammable fuels/explosives in room
<input type="checkbox"/> 08. Burnt incense sticks, cones, or cigarette butts
<input type="checkbox"/> 09. Smoking or evidence of smoking in room
<input type="checkbox"/> 10. Weapons of any type |
|--|---|

RATING SCALE

A: OUTSTANDING

No Discrepancies

B: SATISFACTORY

1-3 Discrepancies / Within Standards

C: UNSATISFACTORY

>3 Discrepancies / Does Not Meet Standards

A. EXTERIOR DISCREPANCIES

- ☐ 01. Door, including upper ledge not clean
- ☐ 02. Window, frame, sill, or screen not clean
- ☐ 03. Area outside doorway not clean

B. GENERAL ROOM DISCREPANCIES

- ☐ 01. Odor in room
- ☐ 02. Lights left on
- ☐ 03. Appliances (TV, computer, radio, etc.) left on
- ☐ 04. Carpet/floor dirty or unclean
- ☐ 05. Furniture/stereo/TV/Ceiling fan is dusty
- ☐ 06. Walls/ceiling has dust/dirt/marked/cob webs
- ☐ 07. Waste basket over half full or emitting odor
- ☐ 08. Clothing left out or not properly displayed
- ☐ 09. Footwear dirty or not properly displayed
- ☐ 10. Drapes/blinds dirty, bent, or not properly hung
- ☐ 11. Inappropriate pictures/posters displayed
- ☐ 12. Room is cluttered or not neatly arranged
- ☐ 13. Bulky items not kept in storage

C. BED

- ☐ 01. Not made
- ☐ 02. Linen is dirty/not in good repair

D. KITCHEN

- ☐ 01. Microwave not clean
- ☐ 02. Freezer not defrosted
- ☐ 03. Spoiled or unsanitary food items
- ☐ 04. Refrigerator/door seal not clean
- ☐ 05. Floor/sink/mirror/countertops not clean
- ☐ 06. Vanity dirty/not neatly arranged

E. LATRINE / SHOWER AREA

- ☐ 01. Toilet not clean
- ☐ 02. Floor or walls not clean
- ☐ 03. Shower drain/floor/walls not clean
- ☐ 04. Fixtures not clean
- ☐ 05. Air vent not open

F. MAINTENANCE NOT REPORTED

- ☐ 01. Lights do not work
- ☐ 02. Sink leaking/dripping
- ☐ 03. Shower leaking/dripping
- ☐ 04. Toilet runs or won't flush
- ☐ 05. Screen detached/broken
- ☐ 06. Other noted item: _____

KITCHEN INSPECTION CHECKLIST

RATING SCALE

A: OUTSTANDING

No Discrepancies

B: SATISFACTORY

1-3 Discrepancies / Within Standards

C: UNSATISFACTORY

>3 Discrepancies / Does Not Meet Standards

A. GENERAL KITCHEN DISCREPANCIES

- ☐ 01. Door left open (attracts varmints)
- ☐ 02. Foul odor present
- ☐ 03. Ceiling fan left on
- ☐ 04. Dirty fan blades
- ☐ 05. Dirty table
- ☐ 06. Dirty chairs
- ☐ 07. If applicable: grease container > 3/4 full
- ☐ 08. Window is dirty
- ☐ 09. Window screen detached or broken
- ☐ 10. Walls/ceiling contains dust/dirt/debris/cob webs

B. TRASH CAN

- ☐ 01. Emitting foul odor
- ☐ 02. Trash can/bag overflowing

C. FLOOR

- ☐ 01. Crumbs/dirt present
- ☐ 02. Liquid, grease, or oily residue present

D. COOKER (STOVE/OVEN)

- ☐ 01. Dirty exhaust fan
- ☐ 02. Stove top dirty
- ☐ 03. Stove top underside dirty
- ☐ 04. Oven dirty: crumbs/oil/grease present
- ☐ 05. Oven rack dirty: crumbs/oil/grease present

E. SINK AREA

- ☐ 01. Dirty: contain crumbs, food, or debris
- ☐ 02. Unwashed dishes present
- ☐ 03. Faucet drips or has calcium buildup
- ☐ 04. Drain is clogged

F. COUNTER

- ☐ 01. Dirty: crumbs, grease, or oily residue present
- ☐ 02. Dirty dishes present
- ☐ 03. Cluttered

G. CLEANING SUPPLIES

- ☐ 01. Cleaner not put away
- ☐ 02. Cleaner cupboard dirty
- ☐ 03. Bucket: contains dirty water
- ☐ 04. Mop is tattered or torn

H. VACUUM

- ☐ 01. Excessive dirt in filter
- ☐ 02. Container/bag is full
- ☐ 03. Hose or attachments are clogged

I. MICROWAVE

- ☐ 01. Dirty plate
- ☐ 02. Inside walls dirty: food/grease/crumbs present
- ☐ 03. Outside is dirty: dusty/oily/greasy



423 CES/CEIHD DORM ROOM TERMINATION

INITIAL INSPECTION APPOINTMENT: _____

FINAL INSPECTION APPOINTMENT: _____

WARNING

ANY NEGLIGENT OR DECEITFUL INTENTIONS TO FRAUD THE GOVT OR HIDE DAMAGE TO ANY FURNISHINGS OR THE ROOM ITSELF MAY RESULT IN ADMINISTRATIVE ACTION. RESIDENTS MAY BE PUT ON HOLD AND DELAYED PCS AT MEMBERS EXPENSE UNTIL RECEIPT OF PAYMENT CAN BE PROVIDED.

THE CONDITIONS TO WHICH YOU ARE ABLE TO STAY IN YOUR ROOM UNTIL THE DATE OF DEPARTURE ARE AS FOLLOWS:

01. YOUR ROOM MUST BE CLEAN AND IN COMPLIANCE WITH THE CHECKLIST BELOW TO INCLUDE YOUR FINAL NIGHT STAY.
02. ALL ITEMS MUST BE REMOVED FROM YOUR ROOM EXCEPT YOUR LUGGAGE AND FOOD EQUIVALENT TO YOUR LAST DAY.
03. COORDINATE PROPER DISPOSAL OF UNWANTED ITEMS WITH THE ADL. DO NOT LEAVE THEM IN THE COMMON AREAS.
04. REPORT ANY MAINTENANCE ISSUES DURING YOUR INITIAL INSPECTION.
05. PLACE YOUR KEY CARD IN THE DORM MANAGER'S DROP BOX UPON DEPARTURE.

CHECKLIST ITEMS

- ☐ CLEAN WINDOWS INSIDE AND OUT: REMOVE ANY COBWEBS, DIRT, DUST, AND DEBRIS
- ☐ REPLACE ALL FURNITURE BACK TO THEIR ORIGINAL LOCATION AND ARRANGEMENT
- ☐ VACUUM AND CLEAN CARPET TO INCLUDE UNDER BED AND BEHIND DRESSERS
- ☐ CLEAN FRIDGE/FREEZER INSIDE AND OUT: REMOVE ANY EXCESS ICE BUILDUP
- ☐ CLEAN VENTS, SINK, FAUCET, COUNTER TOP, MIRROR, AND CLOSET AREAS
- ☐ CLEAN BATHROOM: VENTS, FLOOR, TOILET, SHOWER, AND WALLS
- ☐ WIPE DOWN/DUST ALL DOORS, FURNISHINGS, AND APPLIANCES
- ☐ REMOVE DECORATIONS, NAILS, AND ADHESIVE FROM WALLS
- ☐ CLEAN/DUST BLINDS AND PLUG/LIGHT SWITCH COVERS
- ☐ CLEAN/DUST CEILING FAN AND ALL LIGHT FIXTURES
- ☐ REMOVE MARKS FROM FURNITURE UPHOLSTERY
- ☐ CANCEL TELEPHONE/INTERNET SERVICE
- ☐ REPLACE ANY BURNT OUT BULBS