

WELCOME TO ROBINS AFB



DORMITORY INFORMATION/GUIDELINES AND RESIDENCE HANDBOOK

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INTRODUCTION

Unaccompanied Housing Resident

Welcome! We're glad to have you here as part of the Robins' Air Force Base team—and want to especially welcome you to the dormitories.

We'd like to tell you a few things about your new home. First, we are very proud of our accomplishments in making Robins AFB Unaccompanied Housing (UH) a quality place to live. You can, however, improve on our accomplishments by personalizing your room to make it better. Look around, your fellow residents share great pride in making Robins dormitories reflect the same professionalism they show on the job. We have individual and shared pride here in how we work and play.

This guide was developed to familiarize you with Robins AFB dormitory standards as outlined in AFI 32-6000, Housing Management. It defines Air Force, Airman Dormitory Leader (ADL), Unit Commanders and First Sergeants responsibilities, and occupant responsibilities during occupancy of military UH. Your knowledge and compliance with these standards will make your stay pleasant and comfortable. When you have many people living in one place, it is imperative to ensure a safe, healthy, and clean-living environment. Without you being well rested, and in good health, the mission of Robins AFB doesn't get done. In the event any questions or situations arise that are not addressed by this guide, please bring them to the attention of your UH Management Team. We are committed to uphold these standards equally among all residents. Any complaints of unequal treatment must be immediately referred to your First Sergeant or Commander.

If your home and grounds aren't better than what you might have expected or wanted, let's work together to make it that way. Just follow the procedure in the guide for accomplishing self-help work.

Once again, welcome to Robins Air Force Base.



AIR FORCE RESPONSIBILITIES

The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, fire and police protection for all assigned UH units.

Initial Inspection. Upon room assignment, resident will identify all discrepancies with the room and furnishings, and document them on AF for 228, Furnishing Custody Receipt and Condition Report.

Maintenance and Repair. The 78th CES has primary responsibility for ensuring maintenance to resident rooms and dormitories are performed. If maintenance is required, follow these procedures:

- a. During normal duty hours, contact the UH Management office building 780, telephone (478) 327-6107, the Robins AFB Dorm HUB, or the RAFB Dorms Discord Channel.
- b. Non-duty hours, emergency (water leak, broken window, heat inop, etc.) send an urgent message to the Dorm Management Team on the RAFB Dorms Discord, or utilize the After Hours Procedures located on the Robins AFB Dorm HUB.
- c. Non-duty hours, non-emergency, contact UH Management office at (478) 327-6107 on next duty day, or utilize the Apps provided above.

Work Order Response Time.

Emergency work orders are responded to as soon as possible and are continued until the emergency is resolved. Some examples are: A structural, utility, or mechanical problem that could cause loss of life or property or serious damage affecting health, safety, security, or mission. These could also be complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning). An example of an emergency work order is a broken water pipe causing damage to the facility.

Urgent work orders are completed within five workdays. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0800- 1600 Monday thru Friday. An example of an urgent work order is a backup commode when there is not another commode available.

Routine work orders are completed within 30 days. Completion day may be longer pending requisitioning of materials. Maintenance will normally be performed from 0800-1600 Monday thru Friday. Some examples of minor work orders are a minor faucet leaks, repair closet doors, repair interior walls, or repair any appearance item.

Lockouts.

During Normal Duty Hours: The UH Management Office can open your room.

During Off Duty Hours: Utilize the list of Bay Chief's located outside the dorm office on the bulletin board. If all Bay Chiefs listed have been contacted and not available to assist, you will then contact your First Sergeant.

Lost Room Key:

You will need to come to the UH Management Office to obtain a new key.

Appliances. Refrigerators, microwaves, and stoves are government-furnished and serviced. They are assigned by serial number and verified at termination.

Furniture. All furniture located in each room is provided and must not be removed without FMO permission. If removal is approved, you are responsible for moving furniture to our storage facility on campus. You are responsible for damages to the furniture outside of normal wear and tear.



OCCUPANT RESPONSIBILITIES, DORMITORY STANDARDS AND POLICIES

The dormitory is your home, and we want you to feel at home in it; however, there are some basic rules that must be followed.

Prohibited items in your dorm room include, but are not limited to:

- Smoking (including dipping/chewing)
- Weapons/Firearms (including knives with blades longer than 6 inches)
- Pellet/BB guns
- Ammunition
- Nunchaku fighting sticks, Throwing stars, Fireworks
- Burned/Burning candles or incense (Warmers and Diffusers are authorized)
- Barbecue grills
- Portable Appliances (i.e. George Foreman grills, griddles, hot plates, coffee makers, etc.)
 - * These items can only be utilized in the kitchen areas, if applicable.
 - * Note: Keurig (K-cup) brewer coffeepots are allowed in your room
- Flammable paints/Pressurized gases
- Flammable liquids (except cosmetics/lighter fluid)
- Portable heaters**
- Automotive parts (i.e. tires, auto batteries, etc.)**
- Animals (except fish—allowed one 35-gallon tank)**
- Live Christmas trees**
- Waterbeds**
- Cohabitation/Overnight guests**

Pictures. Pictures that openly display complete frontal nudity, male or female genitalia or depict or show sexual acts or profanity in either word or picture symbols will be considered unacceptable as room decorations.

Do not tape or affix any items to the exterior of your door or to anywhere on the window. Profanity or other lewd messages are not authorized on the bulletin boards. Decals, stickers, or posters are not allowed on windows, or any furnishing.

Power Strips. Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. Please note you are not allowed to plug an extension cord into another extension cord.

Room Inspections.

Commanders, CCMs, and First Sergeants will inspect dormitories to evaluate living/facility conditions, schedule inspections are determined by your First Sergeant. ADL's do not do room "inspections" to check room cleanliness; however, ADL's will periodically enter dormitory rooms for furniture inventory/inspection, maintenance requests, or maintenance follow ups. If an ADL enters a room and believes the room's appearance or condition is a possible health risk to you or other residents, the First Sergeant will be contacted immediately.

Cleanliness. Dormitories will be maintained within Air Force standards as outlines in AFI 32-6005, and all applicable Robins policies.

Trash. Prevent trash from accumulating in your room. Residents must take trash to the dumpster daily. It will not be left outside of your door or put in the dayroom. Large boxes and luggage may be stored in storage area.

Storage. Free storage is available for residents on a limited basis. You may place items into storage from 0800 – 1600, Monday – Friday, and must be accomplished with UH Management.

Floors. Clean and vacuum floors weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture. Each resident is provided a vacuum for your usage (shared vacuum for those who share kitchen and bathroom).

Carpets. Any damage caused by misuse, abuse, burns, shoe luster, hair dye, juice, fruit drinks, etc. will be chargeable to occupants. Carpets should be shampooed when needed. The UH Management office has shampooers for your usage.

Walls. Must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. If walls are painted for personalization, they must be returned to a neutral color prior to termination.

Sinks. Clean hair from drain trap weekly. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to the UH Management office.

Refrigerators. Clean refrigerator interior weekly. Clean all shelving, walls, and storage drawers. Remove storage drawers if necessary to clean any spills. The seal around the edge of the door must be clean and without food particles, dust/dirt, mildew or mold.

Microwave. Microwaves are to be kept clean at all times. Do not leave a microwave unattended during use.

Toilet/Bathing Area. The entire area must be especially cared for due to the potential for bacteria growth. Clean the toilet inside and out with a disinfectant type of cleaner at least weekly. Clean the shower tile, bathtub, and shower curtain, with a disinfectant type of cleaner at least weekly. There should be no soap scum or other residue left on walls. The shower curtain must be clean without mold or mildew stains. If a new shower curtain is required, see the UH Management office. Be sure the entire ceiling is clean and has no build-up of mold or mildew. Clean the floor, to include behind the toilet and in the corners.

Living Area. Clean linen will be used to cover beds, and the beds will be neatly made. Make up beds with a mattress cover, sheets, a pillow, and pillowcase. Government issued linen may be used. A blanket and bedspread must cover the sheets. Residents may elect to purchase and use their own bedding. All personal linen should be cleaned weekly.

Under Bed. The areas under and around the bed may be used for storage of small items. However, they must be neatly arranged, and the area is subject to inspection.

Furniture. Government furniture is provided to each resident and inventory is documented on AF Form 228 at the time of room assignment. **Any removal of government furniture must have prior Furnishing Management Office (FMO) approval.** Personal furnishings are allowed but will be used in conjunction with issued government furniture. Personal furniture may be used if space is available in the room, and it does not damage government property. Waterbeds are not approved. Personal furniture must not interfere with passage in the rooms or firefighting capabilities.

Doors. Clean the door, frame and sills above the door weekly.

Windows. Clean inside and outside windows, channels and windowsills once a month. Report damaged or missing screens to dorm management office. You will be held liable for replacement cost if you are found responsible for the damages. For security reasons, lock the windows when leaving the room. If your window does not lock, report it to the UH Management for maintenance.

Holes. Any nails, anchors, screw, hooks or tape used on the walls to support shelves, pictures, or other wall decorations will be removed, and areas cleaned prior to termination.

Dayroom Furniture. Dormitory residents are not allowed to remove any furniture or equipment from the dayrooms or patio furniture from pavilion areas for any reason. If dayroom furnishings are stolen or damaged, dayrooms may be locked down pending investigation/repair. These rooms are for residents; please help keep them clean and in good repair. Report any misuse of government furniture to UH Management immediately.

Security. Residents should ensure all high-cost items are secured when they are absent from their room. The Air force will not pay claims on stolen items that are not secured. **Renter's insurance is highly recommended.**

Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. Residents using the kitchen are responsible to clean it after each use. Residents are liable for any damage caused to the range, countertop or any other appliances.

Do not put grease down drains, as it will solidify in the pipes and cause stoppages. Do not place hot pans on any countertop as this can cause permanent damage.

Insect Control. Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed contact the UH Management office. Residents are responsible for protecting and moving their furniture to allow proper application of insecticides by 78th CES. Prior to terminating quarters, residents must ensure quarters are free of all insects and rodents.

Supplies. Minimal cleaning supplies and equipment are available through dormitory management. It is the resident's responsibility to keep their room clean and to change out light bulbs. See the UH Management office to obtain new light bulbs. Light bulbs are exchanged on a one for one ratio.

Visitors. Residents may have visitors/guest but must remain with them during their visit to the dormitory. Residents are responsible for the guest's actions while in our dormitories. Minors (17 and under) are not permitted in or around the dormitories at any time, unless they are escorted by their parent or legal guardian. Guests **are not permitted** between the hours of 0000-0600 and may not sleep in the dormitory.

Ghosting. Ghosting is defined when an airman simply maintains a dormitory room for the purpose of appearing to comply with Air Force and local dormitory residence requirements; yet primarily resides at an off-base residence whether owned, rented, or shared, by the airman or someone else. Airmen required by Air Force and/or installation policy to reside in dormitories cannot enter into an off-base rental or lease agreement and will not receive any entitlements, including BAH.

Leave or Extended TDY. Residents must make arrangements for security, prudent care, and periodic inspections of their quarters if they will be away from their quarters for extended periods of time (over five days). Inform UH Management of your intended absence and provide the name of a person designated by you to have access to your rooms. **Do not turn off your HVAC (heating or air conditioning) system while gone.**

Damage to Quarters. Residents are responsible for any damage to their quarters beyond reasonable wear and tear. Repairs and replacements must meet Air Force standards. If a resident elects to make repairs, UH Management will establish a date by which the repairs need to be corrected. For damages not corrected within the time allowed, the Air Force may elect to make repairs and bill the resident. The UH Management office can fully explain your options to repair or replace damaged items or the methods of reimbursement to the government. The cost varies, depending upon circumstances encountered. 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 furnishing caused by the abuse or negligence of the member or the member's guest.

Energy Conservation. The Air Force needs everyone's assistance to conserve energy. Fewer dollars and rising utility costs require us to do everything possible to conserve energy. Keep exterior doors closed during heating and cooling periods. Do not prop entry doors open. Do not disconnect door closures.

Laundry Facilities. Machines are provided at no cost **for use by dorm residents only.** Wash full loads of laundry to conserve energy. Do not over-load washers/dryers. Overloading can cause damage to the machine and clothing. Never place plastic articles, pens, or other markers in dryers. Residents must clean the dryer lint trap prior to and after each use. Report deficient laundry appliances to UH Management.

Environmental. Trash, engine oils, engine coolants, car grease, and other similar products **must not** be poured into plumbing, drainage system or on the ground. Automotive tires and batteries are to be properly disposed of through recycling programs or off-base service centers.

Vehicle Maintenance. Repairs of vehicles are not authorized in the dormitory areas or parking lots. Authorized minor work in the dormitory parking lots consists of changing a flat tire or jump-starting a dead battery. **Do not drive or park on sidewalks.**

The following are prohibited in dormitory areas and parking lots:

- * Vehicles that appear to be inoperative, have expired or no registration.
- * Oil, transmission, radiator, or other coolant/lubricant changes or servicing.
- * Loose vehicle parts (tires, batteries, truck bed liners, camper shells, etc.

Recreational Vehicles. Storage of recreational vehicles in dormitory areas is not authorized. Contact Outdoor Recreation to make arrangements for storage. If space is not available, off-base storage must be arranged.

Smoking and Drinking. Smoking in building common areas or any personal rooms is absolutely prohibited. Legal age for drinking in Georgia is 21. The legal requirement is strictly enforced. If you are under the age of 21, alcohol is prohibited. **NO EXCEPTIONS—IT IS STATE LAW!** No alcohol should be stored in the common area when either resident is not of age. If you are of legal age and share a common area with an underaged resident, you can request a mini fridge from the Furnishing Management Office.

Drugs. The use, manufacture, and distribution of illegal drugs are prohibited in the dormitories and on Robins AFB.

Bicycles. Bicycles are to be locked at the bike racks provided in the dormitory. Bicycles must be kept in good repair, i.e. no rotted tires/seats, rusted/bent frames or missing parts. Such bicycles will be considered abandoned, tagged for 30 days and if not claimed disposed in accordance with established Air Force guidance.

Mail Delivery. Personal mail is delivered to mailbox units in each dorm. The Postal Service Center (PSC) assigns and manages these mailboxes. Once you are assigned a dormitory room, you must contact them in person to establish a personal mailbox account at building 910. Boxes are assigned based on the dorm you are assigned to. Mail deliveries are made Monday-Friday. The UH Management office is not authorized to accept personal packages/mail delivery for dormitory residents.



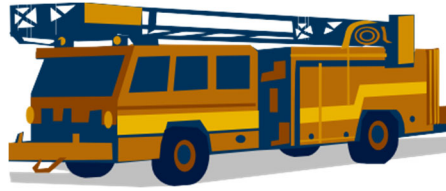
SECURITY FORCES

The Installation Commander is responsible for the control and safeguarding of all base property. The 78th SFS accomplishes patrolling of the dormitory area on a routine basis and when notified. All inquiries concerning law enforcement should be directed to the 78th Security Forces at (478) 926-2187.

Vehicles/Parking. All vehicles must have current state registration. Inoperative vehicles must be removed within 7 days to a suitable storage location. Parking is prohibited on grass, and sidewalks. Do not park in a fire lane, or within 15 feet of a fire hydrant. Motorcycles are not allowed to park under the stairwells. When TDY or on leave for more than five days, notify the UH Management office. **The speed limit in all dormitory parking lots is 10 mph.**

Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory. Local laws and military regulations govern registration, possession and storage of privately owned weapons. No weapons of any type, including knives with blades longer than six inches, will be stored or displayed in the room. All other types of guns designed to propel a missile (BB, pellet, bullet, paintball, etc.) whether by air, gas or other means, are **prohibited**. Firearms such as handguns and long rifles may be stored at the 78th SFS Armory or off-base. For information on storage of firearms, contact the 78th SFS at (478) 926-2187.

Crime Stop. Be on the watch for and promptly report vandalism or any suspicious activity to the 78th SFS at (478) 926-2187. **In case of emergency, dial 911.**



FIRE PROTECTION

Fire Evacuation. Furnishing will be arranged so as not to obstruct/impede entering or opening of doors leading from rooms to exit access or exit doors. Practice an escape route. Any question on fire prevention should be directed to the 78th CES Fire Protection Division at (478) 926-2145.

Fire Alarms. When the alarm sounds, residents will immediately evacuate and go to a designated safe area.

Fire Reporting. If a fire occurs in any dormitory, activate the nearest fire alarm and immediately notify the base Fire Department at 911. You will give the operator your name, dormitory number and street if known. Do not hang up until you are sure the information has been received correctly. **All fires must be reported.**

Evacuation. You must respond to all fire alarms by evacuating the building. If a test of the fire alarm system is to be conducted, the UH Management office will notify resident via the discord channel. Residents are **not** required to respond to a fire alarm system test. **If unsure whether it is a test, evacuate!**

Smoke Detectors. All occupants must evacuate the dorm if the alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). **Do not remove smoke detectors for any reason.** Notify UH Management if there is a problem with a detector. Articles will not be mounted on, or attached to any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

Flammable Storage. Flammable items will not be stored in the room or the common areas. Examples of items prohibited are fireworks, gasoline, kerosene, candles (with wicks that have been burned), incense, or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, or cosmetics (nail polish or nail polish remover). All other must be stored outside in the flammable storage locker. **Remember – storage of flammable items in your dorm room or storage locker is prohibited.**

Barbecue grills. Portable grills are prohibited for use in or around the dormitories. Built in charcoal grills are available for resident use in all of the patio areas. Damage from barbecues grill or grease drippings are considered the occupants responsibility for repair or cleanup.

Cooking Appliances. Appliances authorized for use in dormitory rooms **with** kitchen are coffeepots, hot air popcorn poppers, rice cookers, toasters, and crockpots, George Foreman grill, hot plates, and toasters. Never leave cooking, unattended in the dormitory kitchens. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. Never use water – don't attempt to move the pan. The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. Residents that do not have a kitchen are only authorized to use the microwave. Heat producing devices such as coffee pots, hot air popcorn poppers, irons, hair dryers, and curling irons must be unplugged when not in use.

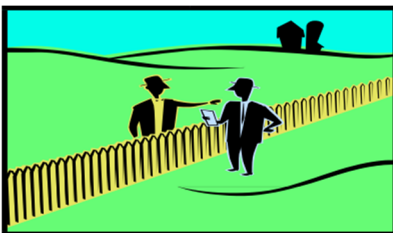
Space Heaters. Space heaters are not authorized for use in dorm rooms.

Candles and Incense. Burning of candles and incense is prohibited in the dormitories. This includes your personal living area and all common areas.



ROOM ASSIGNMENTS

Assignments. Your sponsor will provide a copy of your order to the UH Management office. Your sponsor will receive a key to your UH quarters, and a set of linen. This will be issued 1-3 days before your expected arrival. Every Thursday at 0900 the UH Management Office conducts an in-processing briefing. You are required to attend the next available briefing after your arrival to ensure all required paperwork is signed and completed. During this briefing you will be given a form to obtain a mailbox which will be located in your dorm.



GOOD NEIGHBOR POLICIES

Quite Time. Modified hours are 24 hours a day due to shift workers. If stereo or other noise can be heard outside the room or through the walls, it is too loud. Excessive noise is the primary complaint received by security forces. Many residents work shifts and sleep during the day- please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do—**Keep the volume down; excessive stereo and television volume is very disruptive.**

Parties and Social Gatherings. Parties and other social gatherings are permitted; however, take into considerations that other dormitory residents may be asleep. Immediately after any event, residents are responsible for cleaning the facility and properly disposing of all trash. Do not rearrange or remove dayroom furniture from the dayrooms or patio furniture from the patios.

Pets. The only pets allowed in the dormitories are fish. Aquariums are limited to a **35-gallon** tank in a single room. The occupant further understands that any damage to their room caused by an aquarium is their responsibility.

Shopping Carts. If you borrow a shopping cart from the BX, Shoppette, or Commissary to transport purchase to your dorm, you must return the cart to the appropriate facility immediately upon unloading it.

Hat Areas. The dormitory grounds are not a no-hat area. While in uniform, you must wear your hat.



DORM COUNCIL

Dorm Council. The Commander has established an Installation Dormitory Council, and an Airmen Dorm Council to ensure each dormitory resident has an opportunity to be responsible, accountable and involved in their living conditions. The Airmen Dorm Council is the forum by which residents may:

- Address their living environment with a panel of their peers.
- Establish standards for all residents.
- Present solutions for problem areas.
- Establish positive recreational activities.
- Identify facility and furnishing improvements.

The goal of the councils should include:

- Developing a spirit of camaraderie and spirit-de-corps.
- Improving QoL for all dorm residents.
- Instilling a sense of home ownership to residents.
- Enhancing the responsibility of residents.
- Encouraging teamwork for the accomplishment of goals.
- Resolving resident issues at the lowest level.



SPECIAL CIRCUMSTANCES

Pregnant Member. Pregnant members at the 20th week of pregnancy, regardless of rank or marital status, may submit approval to the UH Management Team to be relocated to community housing. The move would be at government expense. If a live birth does not occur or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with other relatives, etc.) the member is required to return to the UH community.

Pending Marriage. You may request to relocate out of UH quarters 60 days before date of marriage. Your First Sergeant, or commander must endorse your request. Once you are married, please provide a copy of your marriage certificate to the UH Management Team within 30 days of date of marriage. **If you do not get married, you will be required to return to UH.**

If your spouse is military and you are in the grade of E1-E4 w/3YOS or less, you are considered geographically separated—you will be required to reside in the UH quarters. A geographically separated member is a military member married to another military member and one spouse is assigned at another base.

Hardships. Personnel with a hardship may submit a unit commander-endorsed request to reside in community housing and receive BAH based on a hardship condition to the UH Housing Manager.

The Installation Commander is the approval authority for a hardship request but can be delegated to the 78 MSG Commander.

A hardship can be described as a unique and unusual circumstance that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.



SELF-HELP WORK

Personalizing your dorm room is highly encouraged. After all, it is your home. We do have procedures and guidelines that must be followed.

Requesting Self-Help Work. Self-Help work in dormitories must be relatively simple. Normally, a self-help project is to improve living conditions. If you are unsure of what can or cannot be done in your room, please come by the UH Management Office for assistance.

Disposition of Improvements. Self-help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, the area must be restored to its original configuration.

Replacement/Equipment

- * Limited Tools – tools must be returned to the UH Management Office
- * Light Bulbs – exchanged on a one-for-one basis.
- * Window Screens
- * Shower Curtain Liners
- * Toilet Bowl Lids
- * Shower Heads



ROBINS AFB SPECIFIC TOPICS

Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Consult with the Base Legal Office 78TH JA at 468-9276, building 708 for specific guidance. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.**

Solicitation in Dorm. All forms of solicitation are prohibited in the dorms area. Report solicitors to the 78th SFS Law Enforcement Desk (LES) at 478-926-2187.

Cable Television/Internet. Satellite dishes are not authorized in the dorm area. Cable television and internet may be obtained from Cox Communication at 478-784-8000.

Movie Theater Rooms: Located on the first floor, next to the laundry room in buildings 756, 758, 759, and 781. Each theater room has recliner seating, 120" screen T.V.s, 4K resolution, 5.1 surround sound, and Wi-Fi capability. You do not have to live in the building to use them. Please make sure you keep these areas clean.

The Refuge: Located in building 706, across the street from the dorms.

- * Provides 11 AF Network Computers w/Printing Capabilities
- * Enhanced gaming experience
- * Better streaming speeds and equipment.
- * The Oasis Coffee Bar
 - o FREE specialty coffee for E-1 to E-4
 - o M-F 0630 to 0830
 - o Barista training opportunities

Micro Market: Located on the first floor of building 756. This is monitored 24/7 via a security system and will be reviewed by Security Forces if theft occurs.



TERMINATION OF DORM QUARTERS

Giving Notice. Orders are not required to set up termination inspections, however, 15-day notice is asked of your projected vacating date (except short notice PCS or administrative separations).

Final Inspection. The resident is responsible for accomplishing cleaning tasks as direct by dorm management prior to terminating the room. The resident will be provided a cleaning checklist. You and your supervisor are required during the final room inspection (exception: If your First Sergeant is present during your room inspection, they are authorized to sign the final room inspection). Only residents that are deployed may have a substitute to stand in for the final inspections. You may obtain a Power of Attorney (POA) from 78th JA. **NOTE:** The responsibility for final clearance of UH rest solely with the occupant.

Mailbox Closeout. The resident will report to the Postal Service Center (PSC), building 910 to close out the assigned dormitory mailbox. This will be conducted after passing the final inspection.



BAY ORDERLY POLICIES & PROCEDURES

The following policies have been established by the UH Management Office. All personnel performing Bay Orderly (B/O) Duties are required to fulfill these responsibilities during their assignment as a Bay Orderly. Any deviations from these requirements must be approved through the UH Management Office.

Duty Hours: Monday – Friday 0800-1600; Saturday & Sunday if needed.

Lunch: 1100-1230

DORM ROOMS ARE PROHIBITED AREAS DURING ASSIGNED DUTY HOURS. ALL BREAKS ARE REQUIRED TO BE TAKEN IN THE DORMITORY COMMON AREAS EXCEPT FOR LUNCH.

Daily Duties: All duties will be assigned daily (Mon-Fri) from the UH Management Office. These duties will be provided verbally and by a checklist (if required) in accordance with the “Bay Orderly Interior/Exterior Checklist.” **Note: schedule below is subject to change.**

Monday: Common Areas/Laundry Rooms/Bathrooms

Tuesday: Stairwells, Balconies, Landings, Patios, Gazebos, and Sidewalks

Wednesday: Common Areas/Laundry Rooms/Bathrooms

Thursday: Stairwells, Balconies, Landings, Patios, Gazebos, and Sidewalks

Friday: Common Areas/Laundry Rooms/Bathrooms

FOD walks are completed every morning and afternoon 0800 and 1500.

Responsibilities

- * Sign in and wait for UH personnel briefing.
 - Prior to shift start
 - Before lunch
 - After lunch
 - At the end of shift
- * Report any building issues, deviations, and security concerns to the UH Management Office prior to end of the shift.
- * Ensure all windows and doors of common areas remain closed to ensure the proper operation of the heating and A/C systems.

Appointments: The UH Management Office must be informed of all appointments before the start of the duty day. Any appointments that would require your absence from B/O duties may require a replacement from your unit. **It is your responsibility to notify your First Sergeant (if required by your First Sergeant) and UH Staff of extended appointments before the day of your assigned duties.**



KEY TELEPHONE NUMBERS

Ambulance	911
Fire Dept (Fire Reporting)	911
Security Forces	911 or (478) 926-2187
Crime Stop	911
Command Post	(478) 327-2612

BASE QUICK REFERENCE LIST

Base Exchange	(478) 923-5536
Bowling Center	(478) 926-2112
Chapel	(478) 926-2821
Commissary	(478) 222-7637
Cox Communication (Cable/Internet)	(478) 744-1096
Dining Facility	(478) 926-6596
Education Office	(478) 327-3884
Heritage Club	(478) 926-2670
Horizon Club	(478) 922-3011
Fitness Center	(478) 926-2128
Fitness Center (Annex)	(478) 926-2840
Golf Course	(478) 926-4103
Library	(478) 926-2151
Housing Office	(478) 926-3776
Military Pay	(478) 926-4022
Postal Service	(478) 926-3078
Security Forces (LES Desk)	(478) 926-2187
SARC	(478) 327-7272

DORMITORY MANAGEMENT NUMBERS

Dorm Management Office	(478) 327-6107
Dorm Emergency (CE Customer Service)	(478) 926-5657

Attachment 1

Commander's Inspection Checklist

Dorm: ____/Room ____/ Name _____ Date: _____

Your room was inspected today by _____ and the following discrepancies indicated by check marks were found:

GENERAL

- ____ Trash can dirty/not emptied
- ____ Lights/TV/Stereo or other left on unattended

ENTRANCE AREA

- ____ Entrance door/area dirty ____ Window and/or ledge dirty
- ____ Window screen dirty or damaged

ROOM AREA

- ____ Carpet needs vacuuming
- ____ Furniture dusty/broken
- ____ Clutter under bed
- ____ Window seal or blinds dirty
- ____ Lamps dirty/broken
- ____ Closet cluttered
- ____ Bed not properly made/no sheets
- ____ Shoes/Clothing not put away
- ____ Personal items not displayed neatly
- ____ inappropriate pictures/posters

VANITY AREA

- ____ Sink/vanity surface dirty
- ____ Vanity lights inoperative
- ____ Mirror/Medicine cabinet dirty

BATHROOM AREA

- ____ Shower/bathtub dirty
- ____ Toilet dirty
- ____ Light fixtures/vents dirty or inoperative
- ____ Shower door/curtain dirty
- ____ Bathroom floor/walls/ceiling dirty

KITCHEN/DINING AREA

- ____ Refrigerator/freezer door seals dirty
- ____ Refrigerator dirty on inside/outside
- ____ Microwave dirty
- ____ Dining table/chairs dirty
- ____ Freezer needs defrosting
- ____ Kitchen counter/sink dirty/dirty dishes
- ____ Floor dirty
- ____ Stove/oven/range hood dirty

SAFETY

- ____ Ceiling fan/light fixtures/ceiling dirty
- ____ Evidence of incense/burnt candles
- ____ Disconnected Smoke/Fire Alarm
- ____ multiple outlets in use

NOTES _____

Grading Criteria:

- An "A" rating is **Outstanding** given when there are no discrepancies.
- A "B" is **Excellent** given when no more than three discrepancies.
- A "C" is **Satisfactory** given when no more than four discrepancies.
- A "D" is **Marginal** given when no more than six discrepancies
- An "F" is **Unsatisfactory** given when there are more than seven discrepancies or a major hazard.

D = Marginal – I will re-inspect on _____.

E = Unsatisfactory – I will re-inspect on _____ with your supervisor.

Your room requires immediate attention. This is a mandatory appointment.

Attachment 2

*****NOTE: Second inspection must be rescheduled for next duty day if initial inspection fails*****

NAME:		DORM/ROOM:	APPOINTMENT DATE:
SQUADRON:	FIRST SERGEANT:	PCS	OHA
		SEPARATION	MARRIAGE
		PREGNANCY	ROOM TO ROOM

***ROOM INSPECTIONS ARE DONE IN THE AFTERNOON* Personal belongings cannot be in the room on the day of the inspection.** Residents are responsible for the repair or replacement cost of any damaged or lost government property. You will not be cleared for PCS/Separation/moving to the community for out-processing unless your room passes the inspection. Report to the Dorm Office 5 minutes prior to your appointment.

CLEANING CHECKLIST	PASS	FAIL	REMARKS	PASS	FAIL	REMARKS
Kitchen - Clean Stove, Range Hood, Fire protection devices, Garbage disposal,			*Automatic fail if dirty*			
Door - Clean the interior/exterior, doormat, remove nametag and stickers						
Window - Clean the interior/exterior of glass wipe down sills and ledges inside & outside						
Rolladen/Mini blinds - Dust blinds - clean the interior/exterior of rolladens						
Drapes - Dusted free of dirt and cobwebs						
Ceiling Fan - Clean and remove dust from fan blades and fixture on wall						
Tile floor - Thoroughly clean in the corners/base boards and behind/under the furniture/ refrigerator						
Carpet - Thoroughly vacuum in the corners and behind the furniture. Steam clean!						
Walls - Clean and remove all nails, hooks and stickers. Return to original color			PAINT: YES / NO			PAINT: YES / NO
Electrical Fixtures - Wipe clean of dust & finger prints on switches/outlets						
Wall locker - Clean out and wipe down all surfaces/remove hooks & stickers						
Furniture - Clean the interior/exterior wipe down all surfaces/drawers (steam clean						
Refrigerator - Clean interior/exterior, seals and defrost freezer (Do not unplug - turn to						
Microwave - Clean interior/exterior						
Toilet/Sink - Thoroughly clean interior/exterior/pipes behind toilet						
Shower - Clean doors, tub, walls to include tiles & grout lines. Replace shower curtain if			*Automatic fail if dirty*			
Vanity mirror - Clean interior/exterior of all cabinets; mirror, replace burnt out bulbs						
Light Fixtures - Clean and remove dust from fixtures; replace burnt out bulbs						
HVAC/AC Vents - Clean all accessible areas. Remove and clean HVAC filter(s)						
WORK ORDERS:	PASS / FAILED			PASS / FAILED		
	INSPECTED BY:			REINSPECTED BY:		
	DATE:			DATE:		

****If you have personal property in the A&B storage it must be removed before you are terminated from the room.**

Attachment 3

BAY ORDERLY CHECKLIST								
DETAIL LEADER:	DORM#							
WEEK:	ADL INIT:							
OUTSIDE AREA/BLDG EXTERIOR	W	T	F	S	S	M	T	
Collect trash and debris from parking lots surrounding the dorm								
Collect trash and debris from lawn, landscaping areas, patios, gazebos, mechanical room landings, HVAC areas and traffic islands surrounding the dorm								
Collect trash and debris around dumpster containment areas								
Sweep dumpster containment areas								
Sweep exterior stairwells/stairwell landings ensuring trash, debris and/or cigarette butts are removed								
Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed								
Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed								
Sweep gazebos ensuring trash, debris and/or cigarette butts are removed								
Remove spider webs from exterior stairwells, balconies and gazebos								
Empty all butt cans located in the designated smoking areas								
DAYROOMS								
Collect and dispose of all trash and debris								
Clean windows and window ledges, interior and exterior								
Clean wall surfaces and wipe down TV								
Inspect for and remove all spider webs (ceiling corners in particular)								
Straighten, clean, dust, and polish all furniture (remove seat cushions)								
Sweep and mop or vacuum the floors as applicable to type of floor								
Dust and clean all wall art								
Clean interior light fixtures and replace light bulbs as needed								
Inspect and clean vents on HVAC units, replace filters as needed								
EXERCISE ROOM								
Collect and dispose of all trash								
Straighten/wipe down equipment and clean mirrors as necessary								
Vacuum as necessary								
Dust and clean all wall art								
Clean interior light fixtures and replace light bulbs as needed								

Inspect and clean vents on HVAC units, replace filters as needed									
GAMEROOM									
Collect and dispose of all trash									
Wipe down and/or polish furniture									
Clean game tables									
Put game equipment back in proper place (sticks, racks, balls, paddles, etc.)									
Vacuum carpet and sweep/mop floors not carpeted									
Clean windows and window ledges, interior and exterior									
Clean interior light fixtures, replace bulbs as needed									
FOYER/HALLWAYS									
Collect and dispose of all trash and debris									
Clean windows and window ledges, interior and exterior									
Sweep daily and mop as indicated									
Inspect for and remove all spider webs									
Clean, dust, polish all furniture, wall art, bulletin boards & mailboxes									
Clean interior light fixtures, replace light bulbs as needed									
Clean water fountain and ice machine									
Inspect and clean vents on HVAC units, replace filters as needed									
Clean wall surfaces									
COMMON AREA BATHROOMS									
Clean and sanitize toilets									
Clean and sanitize sinks									
Clean and sanitize soap, paper towel and toilet paper dispensers									
Replace soap, paper towels and toilet paper as needed									
Inspect for and remove all spider webs									
Clean mirrors									
Clean interior light fixtures, replace light bulbs as needed									
Clean and sanitize walls									
Sweep and mop floors									
LAUNDRY ROOMS									
Clean around and behind washers and dryers									
Clean washers and dryers inside and out									
Clean the underside of washer lids and around the top of washer with a brush and water to remove all soap scum and lint									
Clean all dryer lint traps and outside vents									
Clean sinks and all counter tops, folding tables, and shelves									
Take out trash and replace liners									
Sweep and mop floors									
Clean windows and doors, interior and exterior									
Inspect and clean vents on HVAC units, replace filters as needed									
Clean interior light fixtures and replace bulbs as needed									
NOTIFY THE DORM OFFICE OF ANY DAMAGED/BROKEN FURNITURE, EQUIPMENT, WINDOWS,BUILDINGS, ETC. OR ANYTHING OUT OF THE ORDINARY ASAP									