

UNACCOMPANIED HOUSING (UH) BROCHURE



SHAW AIR FORCE BASE, SOUTH CAROLINA



DEPARTMENT OF THE AIR FORCE
20th FIGHTER WING (ACC)
SHAW AIR FORCE BASE, SOUTH CAROLINA

MEMORANDUM FOR DORM RESIDENTS

FROM: 20 CES/CEIHD

SUBJECT: Letter of Welcome

Welcome to Unaccompanied Housing (UH). We are pleased to have you reside in our dorms and trust your stay will be pleasant. It is impossible to itemize all details of resident and staff responsibilities; however, the following pages explain the Department of Defense (DOD) guidelines for maintaining a military dormitory campus, as well as the mandatory standards of conduct we expect from all of our residents. If you are considerate of your neighbors and treat fellow residents with respect, your living experience on Shaw AFB will be greatly enhanced. All of our dorms represent a substantial investment by the DoD to increase the quality of life. Our goal is to work alongside residents to continually improve the UH campus and provide the highest standards of living possible. Be sure to follow us on facebook at "Shaw AFB Dorms" or go to <https://www.facebook.com/pages/Shaw-AFB-Dorms/121958711234268> to keep track of all the latest dorm happenings.

DEBORAH ENOCH, MSgt, USAF
Unaccompanied Housing Manager

TABLE OF CONTENTS

Helpful Telephone Numbers	3
General Information.....	4
SECTION A – Air Force Responsibilities	7
SECTION B – Resident Responsibilities.....	8
SECTION C – Cleaning Standards	9
SECTION D – Fire Protection	11
SECTION E – Security Forces	12
SECTION F – Good Neighbors	13
SECTION G – Special Climatic Conditions	13
SECTION H – Environmental Hazards Disclosure.....	13
SECTION I – Termination of Unaccompanied Housing	15
Dormitory Room Inspection Checklist.....	18
TDY/Extended Absence Dormitory Resident Checklist.....	19
Final Dormitory Room Out-Processing Cleaning/Inspection Checklist.....	20
Third Party Package Delivery.....	21
UH Brochure Receipt.....	22

Dorm Management

Office Hours
Mon-Fri: 0800-1500

Position	Name	Telephone
Supt, Dorm Management	MSgt Deborah Enoch	895-5627/28
Airmen Dormitory Leader	Mr. Jeff Sanders	895-5627/28
Airmen Dormitory Leader	SSgt Jaquelynn Madsen	895-5627/28
Airmen Dormitory Leader	SSgt Harleigh Artis	895-5627/28
Airmen Dormitory Leader	SrA Francoise Francis	895-5627/28

HELPFUL TELEPHONE NUMBERS

Area code for Shaw is 803

Important Telephone Numbers		
Ambulance.....	895-6443	Crime Stop.....895-9892
After Hours Lockouts.....	895-3669	Fire Department (fire reporting).....911
American Red Cross.....	895-1251	Medical Group Appointment Line.....895-2273
CE Customer Service	895-9655	Rape Crisis Line.....895-7272
Chaplain.....	895-1106	Safe House.....775-2763
Chaplain (after hours)... ..	895-5850	Security Police.....895-3669
Command Post.....	895-5850	Shaw AFB Information.....895-1110
Visitor's Center (Main Gate).....	895-9000	Urgent Care Clinic.....895-6496

GENERAL INFORMATION

Personnel Changes. Report changes regarding your personal information to the Dorm Management office, including changes in rank, name, duty and cell telephone, squadron, office symbol, marital status, etc. You can notify the Dorm Management office of changes by emailing us at Dorm.Manager2@us.af.mil or by coming to our office located adjacent to the DFAC.

Dining Facility. Your squadron First Sergeant or the CSS (orderly room) will provide you with all the paperwork you will need to dine at the CMSgt Emerson E. Williams Dining Facility (Building 417) and the Afterburner Grill. The dining facility is centrally located in the middle of the dormitory campus. Both dine-in and carry-out services are available to you. See the dining facility or visit their website at <http://www.20thfss.com> for more information.

DINING HOURS OF OPERATION

CMSgt Emerson E. Williams Dining Facility Hours:

Days	Breakfast	Lunch	Dinner	Midnight Chow
Mon – Fri	0600 – 0800	1100 – 1300	1630 – 1900	2300 – 0030
Sat – Sun	0730 – 1230		1630 – 1800	2300 – 0030
Down Days & Holidays	0730 – 1230		1630 – 1800	2300 - 0030

Afterburner Grill Hours:

Days		Lunch	Dinner	
Mon – Fri		1100 – 1300	1630 – 1900	
Closed Sat, Sun & Holidays				

Room Inspections. All rooms are subject to inspections.

- Your squadron Commander and your First Sergeant are required to establish an inspection program for your squadron and to personally inspect rooms. Please contact your First Sergeant to request information regarding inspection procedures and policies for your squadron.
- The Airman Dorm Leaders (ADL) do not perform routine room inspections. However, ADL's do perform maintenance inspections such as checking for common maintenance issues, ensure assigned furnishings are in working order, and verifying safety standards are intact.
- *Be assured, every effort is made to respect your privacy.*

Room Decorations. We encourage dorm residents to decorate their rooms and common living areas. It's your home and you should feel free to decorate according to your taste.

- When hanging any item on the wall:
 - Do not use tape to hang pictures or posters on the walls.
 - Small tacks are preferred for hanging pictures.
 - Any holes put in the walls to support shelves, pictures, or other wall decorations must be filled prior to occupants vacating the room.
- The following types of decor **are not allowed**:
 - Pictures of scantily clothed persons, male or female
 - Pornography cannot be in plain sight in the room.
 - Pictures or graphics with profanity or symbols of profanity.
 - Items or pictures degrading national or military leaders.
 - Items or pictures glorifying drug use or the drug culture.

Humidity and Mold. High humidity is a fact of life in South Carolina and contributes to problems with mildew and mold in our dorm rooms.

- Keep your windows and doors closed when using your air conditioner/heater. The mixture of hot and cold air causes air conditioner problems as well as the growth of mold and mildew on walls, ceilings, and furniture. When on leave or TDY, set your thermostat to 76°F and ***always leave your air conditioner fan on.***
- Humidity associated with showers is a major cause of mold and mildew in the dormitories. When taking a shower, close the bathroom door to reduce the moisture in your room. You may need to leave the vent fan on for a few minutes after showering to remove the steam and excess humidity. If your vent fan is not working, please notify dorm management.
- For more information on the subject of mold prevention, please visit the EPA's website at <http://www.epa.gov/mold>.

Alcohol. Legal age for consuming alcoholic beverages is 21 years old. Residents over 21 whom leave alcohol in the common area assume responsibility to ensure underage personnel do not consume that alcohol. If you are under 21 it is your responsibility to ensure you don't consume alcohol.

Smoking. *Smoking is prohibited anywhere inside any building on the dormitory campus!* Per wing guidance, smoking and any tobacco use (to include e-cigarettes, vapors, etc) is prohibited inside all dormitories which includes individual rooms, stairways, inside common areas as well as in and around entrances to the buildings. There are marked designated smoking areas and smoking is only allowed in these areas. Please put all cigarette butts in the butt-cans which are located in all of our designated smoking areas.

Vehicle and Bicycle Parking. Do not park your vehicles on grass, seeded areas or dirt areas. You cannot park in a crosswalk, in a fire lane or within 15 feet of a fire hydrant. Motorcycles should be parked in the areas designated for motorcycle parking or in normal parking spaces.

Never park your motorcycle under the dorm stairwell or on the sidewalks. Bicycles should be parked in designated bicycle racks located throughout the dorm campus. All bikes on bike racks **MUST** be locked at all times to prevent theft. All bikes need to be registered at Dorm Management and the registration sticker placed on the bike, on the front handlebar where it is visible or it will be removed from the campus.

Storage. Bulk storage is available in most of the dorms. If you have items to store, please contact the UH Management Office to request a storage compartment be assigned to you. To ensure your items remain secure, the storage compartments must be locked at all times.

Pets. The **only** pets allowed in the dormitories are fish. Aquariums cannot exceed 35 gallons in size and there is a limit of one aquarium to a room. You will be held financially liable for any damages caused by a broken or leaky aquarium.

We also ask that you:

- Do not feed or house stray animals.
- Do not clean fish, deer or any game animals on the dorm campus.

BAH Entitlements/Waiting List. If the campus occupancy rate is 95% or above, steps must be taken to ensure rooms are available for our lowest ranking residents.

Per AFI 36-2005, 4.6.3.7.1, you are required to reside in your assigned room unless otherwise approved by your first sergeant or commander

Pest Control. Cleanliness plays a key role to deter unwanted pests. Take your trash out daily. Don't leave food or trash lying around in the rooms or kitchens. If you have problems with pest infestation, report the problem to Dorm Management.

Mail and Package Delivery. All mail handled by the United States Postal Service (USPS) will be delivered to the Post office. All other third party package delivery (UPS, FEDEX, and DHL) will be delivered to the Dorm Management Office. Refer to the Third Party Package Delivery memorandum at the back of this brochure for more information.

Cable Television/Internet. *Spectrum is the only authorized cable provider on base.*

Spectrum
Customer Service Number
1-866-892-7201

SECTION A – AIR FORCE RESPONSIBILITIES

Services. In support of government owned facilities, 20 CES will provide maintenance and repair (M&R), refuse collection and disposal, basic pest control, fire and police protection, and grounds maintenance for common areas.

Maintenance and Repair (M&R). M&R of the rooms and dormitory campus is the primary responsibility of the Base Civil Engineer Squadron. To request repairs, call the 20 CES Customer Service Desk at 895-9653/55.

Exterior Building and Grounds Care. As a dorm resident, you are responsible for cleaning the exterior area immediately adjacent to your entry door (first ten feet from your front door) to include sweeping or vacuuming the hallway or walkway around your room. You are also responsible for cleaning the outside of your windows, the window sills, and exterior light fixtures.

Appliances. Ranges, refrigerators, and microwaves are furnished by the government. ***Please do not attempt to make repairs or adjustments to these appliances.*** Contact the Dorm Management Section to report a problem. They will then schedule a contractor to come and repair the appliance.

Laundry Facility (Washers and Dryers). Every quad in the D4A has a washer and a dryer. All other dormitories have common area laundry rooms. The base leases these washers and dryers through a civilian contractor. If you experience a non-working unit, contact the UH Management Section to report the problem. Residents need to clean the lint traps out after each use. ***To eliminate foul smelling odors, leave the washing machine's door open when not in use.***

HVAC Filters. Air-conditioning and heating filters are furnished by the government. The 20 CES HVAC shop is responsible to inspect and replace filters in all dorms as part of their reoccurring work program (RWP).

SECTION B - RESIDENT RESPONSIBILITIES

Lockouts. If you are locked out of your room, ***do not attempt to break into your room.*** During normal duty hours, 0730-1500 hours, report to Dorm Management. If you are locked out of your room after duty hours or on weekends, report to Security Forces (bldg 825) law enforcement desk to sign for a key to your room. If your key is lost, you will be responsible to pay the cost for replacing keys. See your dorm manager for a replacement key.

- You must reimburse the Government for replacement keys at a cost of \$25 each.
- You will have to reimburse the Government for the cost of rekeying or replacing the lock, if required due to damage caused by the occupant.

Social Visits. Your guests must be at least 18 years old and they must be escorted at all times. Visitors are **NOT** allowed in the dormitories between the hours of 2400-0600. ***Remember, you are responsible for the conduct and actions of your guests.*** Cohabitation, another person living with a dorm resident, is not authorized.

Extended Leaves, TDYs and Deployments. If your quarters will be left unoccupied more than 14 days, you must take precaution to ensure the security of your belongings. You are required to:

- Notify the UH Management Office of your impending absence.
- Complete a TDY/Extended Absence Form and place a copy of the completed form along with TDY orders or copy of leave form on your bed. (This form is located in the back of this brochure)
 - The person should be responsible should report any problems to the Dorm Management Office immediately.
- ***Do not turn the HVAC system off during your absence.***

There is a long-term parking lot for dorm residents who are deploying. If you will be leaving for greater than 14 days, please park your vehicle in this lot (Franklin St, near dorm 407).

Damages. Damages to government owned equipment and furnishings are costly. Residents are legally and financially liable for any loss or damage to government owned equipment or furnishings which was caused by abuse or negligence.

Repair Costs. If you are financially responsible for any damages to government owned items, you should contact the Dorm Management Office for guidance and information.

Recycling. The Base Recycling Center is located on Kingfisher Road (on the East side of the base). In addition, the recycling center is your point-of-contact for those who wish to dispose of personal items. If you have any questions, call the Recycling Center at 895-0181.

SECTION C – CLEANING STANDARDS

Windows. For security reasons, shut and lock the windows when you leave the room.

Kitchen. Pay special attention to cleaning and maintaining your appliances and cabinets.

- Clean the oven, top burners and broiler units regularly to prevent grease buildup.
- Use the self cleaning option on ovens to clean the inside. Do not leave the oven unattended while in self cleaning mode.
- Do not use oven cleaner while using the self-cleaning option.
- Clean the refrigerator's interior and door seals frequently to remove food deposits.
- Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning.
- Do not pour grease down the drain as it can solidify in the pipes and cause stoppages.
- Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage.
- We recommend non-adhesive shelf paper for the inside of drawers and cupboards. (Adhesive type papers will damage the surface).
- Clean walls periodically to prevent grease buildup.
- Clean the inside of microwaves after each use to avoid build-up of food deposits.
- Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

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.
- Shower curtains tend to mold quickly, clean mold and mildew stains frequently. If the stains will not come off, request a new one from the UH manager.
- Clean tub, shower walls, and sink periodically with a product made to clean mildew.

Floors. Excessive water will damage any floor. Mop tile floors regularly to prevent build-up, paying special attention to the corners and baseboards.

Carpets. Vacuum and/or shampoo your carpets as needed. Vacuum cleaners and carpet shampoos are available from the Dorm Management Office.

Walls. Use mild soap and warm water for cleaning walls. ***Do not apply adhesive-backed materials, wallpaper, or decals to the walls; removal will cause damage.*** Use nails, tacks, or picture hangers to hang your pictures and décor items. (Be sure to fill the holes when you remove the nails.)

Refuse Collection and Disposal. Place your room's trash and garbage in the dumpsters provided for the dorm residents. Do not place trash on balconies or stairwells. The 20 CES will dispose of dead animals found on base. Do not throw personally owned furniture away in the dumpsters; they can be disposed of at the base recycling center. Do not leave unwanted items laying next to the dumpsters.

SECTION D – FIRE PROTECTION.

Fire Evacuation Plan. All occupants must evacuate the dorm immediately if the alarm sounds. A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Arrange furnishings in your room so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. **Know your escape route!** Direct questions you have regarding fire prevention and safety to the Base Fire Department at 895-1114.

Smoke Detectors. Smoke detectors are required by law and are installed for your safety.

- Inspectors from the Fire Department, CES Alarm Shop and/or UH Management Office conduct periodic operational inspections of your smoke alarm.
- No items can be mounted on, or attached to any fire protection device, wiring, or smoke detectors. Tampering with fire protection equipment is a serious offense and is punishable under the UCMJ.
- *Smoke detectors make a beeping or chirping sound when the battery is dying; please see dorm management for a new battery.*
- If you suspect your alarm is malfunctioning, notify one of the dorm managers.

Reporting a Fire.

FIRE REPORTING

In case of a fire call 911.

Give the fire alarm operator your name, dorm and room number.

Do not hang up until you are sure the information has been received correctly.

REPORT ANY FIRE, REGARDLESS OF SIZE!

Storage of Flammable Items. Storage of flammables in rooms is prohibited. Flammables include but are not limited to gasoline, motor oil, oil based paint, spray paint, kerosene, incense or any open flame.

Candles. Unburned candles may be kept in rooms for decoration or fragrance, but must not be lit in room. *If a candle has a burnt wick, the inspector will assume the candle was burning in the room and remove the candle.*

Barbeque Grills. Barbeque grills are provided for your use at various locations throughout the dorm campus. If you personally own a grill and want to use it, the following safety rules apply:

- *Never use a burning grill closer than 50 feet from any building.*
- Gas grills or tanks cannot be stored in the dormitories.
- All charcoal grills must be stored in dormitory storage areas—never in a resident's room.

Space Heaters. Space heaters of any type are prohibited in dormitories!

Electrical Outlets. Unplug any heat-producing devices such as iron, blow dryers, etc., when not in use.

Cooking. Cooking in bedrooms is prohibited with the exception of microwave cooking. There are government provided kitchens for your use.

- When cooking, never leave the food unattended.
- *Use of hot plates, toaster ovens, crock pots, convection ovens and other small cooking appliances is NOT permitted in bedrooms.*
- If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the Fire Department. **NEVER USE WATER FOR A GREASE FIRE, AND DO NOT ATTEMPT TO MOVE THE PAN!**
- Every quad in the D4A dorms has a fire extinguisher. 1+1 dorms have fire extinguishers located on every floor outside room doors. Familiarize yourself with the closest fire extinguisher and how to use it. It is also the dorm residents responsibility to check the fire extinguishers monthly.

Housekeeping. Good housekeeping plays an important role in fire safety. Do not allow food particles to accumulate on countertops, trash cans and other surfaces in your living area. Keep closets and storage areas free of trash.

Extension Cords. Extension cords must be of continuous length, cannot be frayed and without splices. Do not use extension cords for long term use and piggybacking is unauthorized. Place extension cords in a manner to avoid tripping over the cord.

SECTION E - SECURITY FORCES

The Installation Commander is responsible for controlling and safeguarding base property. Once an incident is reported, the Security Forces will investigate incidents under their jurisdiction. You should direct specific inquiries concerning law enforcement to the Security Forces at 895-3669.

Firearms and Fireworks. *Weapons, flares, fireworks, ammunition (to include ammo for air guns, BB guns, pellet guns, bows and arrows, and paintball guns), or any type of explosive devices are ABSOLUTELY PROHIBITED in the dormitory.*

- Any violation of these rules is punishable under the UCMJ. Local laws and military instructions govern registration, possession and storage of privately owned weapons.
- 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 which are designed to propel a missile (BB, pellet, bullet, paintball, etc.) whether by air, gas, or any other means are PROHIBITED.
- Items such as stun guns are PROHIBITED.
- **All firearms must be registered and stored at the Security Forces Armory.**

Crime Stop. For an immediate response to a crime in progress, *call Crime Stop at 895-1255.*

SECTION F—GOOD NEIGHBORS

Noise Control. Excessive and loud noise is the number one reason for complaints of UH residents. **Shift workers live in every dormitory which makes it necessary to enforce quiet hours 24/7.** If your stereo or television can be heard outside your room, it is too loud.

Vehicle Repair Work. Do not perform any maintenance or repair work; to include oil changes, on vehicles or boats in the campus area

SECTION G—SPECIAL CLIMATIC CONDITIONS

Hurricanes occur in our area. June through November is hurricane season for the Southeastern United States. In South Carolina most hurricane-related activities have been recorded during August and September. *The primary shelters for military personnel living on base are their assigned quarters.* Personnel on duty will be released to return home as soon as it is safe to do so. Residents are requested to properly store all loose, personal items that could become "missile hazards" during the high winds associated with tropical storms / hurricanes.

Tornadoes have occurred in this area. In the event of a tornado, UH residents should shelter in place. *Residents taking shelter in their quarters should take cover under heavy furniture against inside walls.* Security Forces will patrol the dormitory campus and announce instructions. You should monitor radio and television stations for advice and instructions.

SECTION H—ENVIRONMENTAL HAZARDS DISCLOSURE

Disclosure of Information on Asbestos, Lead-Based Paint, Mold, and Radon

ASBESTOS

Facilities (including dormitories) constructed during any time period may have asbestos containing materials even though the U.S. Environmental Protection Agency banned its use in insulation after 1950 and from textured paints in 1977. While asbestos can be a cancer and lung hazard if not managed properly, the mere presence of asbestos in a building does not pose a health risk to the occupants. It becomes a danger only when fibers (dust) are released into the air, usually through actions that breakdown or disturb the material holding the asbestos in place.

The Air Force conducted a survey of Shaw's facilities, and found asbestos in some of the dormitories. In particular, asbestos was found in the tile and carpet mastics, sheetrock mud, and pipe insulation. These areas were generally found to be in good condition and did not indicate any immediate need for asbestos removal.

It is Dorm Management's goal to provide you with a safe and sanitary dwelling, but your help is needed to achieve this goal. It is necessary to keep the asbestos from becoming damaged. Following is a list of activities that may disturb asbestos-containing materials. Please refrain from doing any of the activities mentioned below.

- **Do not** drill into the walls or ceilings (nails for pictures are okay, but not in wall joints)
- **Do not** sand, cut or scrape walls, ceilings, floor tiles and mastic
- **Do not** install self-help projects into walls, ceilings or tiled floors, (light fixtures, ceiling fans, cabinets etc.) without Dorm Management approval
- **Do not** perform any maintenance or self-help work that could disturb areas identified or could possibly contain asbestos (Contact the Dorm Management Office at 895-5628 if you have questions on self-help projects)

If you notice damage to the areas mentioned above, please notify Dorm Management immediately at 895-5628. Asbestos survey records are available in the Civil Engineer Asbestos Shop at 895-5083 (for Base Proper Facilities).

For additional information regarding asbestos, please visit the EPA's website at <http://www2.epa.gov/asbestos>.

LEAD-BASED PAINT

Facilities (including dormitories) constructed prior to 1978 may contain lead-based paint (LBP). Lead from paint, paint chips and lead-laden dusts from removal of LBP can create health problems if ingested. Lead is especially harmful to young children and pregnant women.

If you notice damaged, peeling, or flaking paint in and/or around metal doorways in your room or metal handrails in the stairwells, please notify Dorm Management immediately at 895-5628. Questions concerning lead-based paint surveys should be forwarded to the Civil Engineer Asbestos Shop at 895-5083.

For more information on lead-based paint, please visit the EPA's website at <http://www2.epa.gov/lead> and view the pamphlet entitled "Protect Your Family from Lead in Your Home."

MOLD

Mold is naturally present both indoors and outdoors, but can create health problems if present in high levels or if people with particular sensitivity are exposed to it. The USAF has no knowledge of major mold problems in Shaw's dormitories.

It is impossible to get rid of all mold and mold spores indoors; some mold spores will be found floating through the air and in house dust. The mold spores will not grow if moisture is not

present. Indoor mold growth can and should be prevented or controlled by controlling moisture indoors. If there is mold growth in your home, you must clean up the mold **and** fix the water problem. If you clean up the mold, but don't fix the water problem, then, most likely, the mold problem will come back.

If you become aware of such a water problem (leaking pipes, HVAC leak, etc.) or have a recurrent mold issue in your dorm room, please notify CE Customer Service.

For more information on mold and mold prevention, please refer to your dormitory brochure and/or visit <http://www.epa.gov/mold> and read the EPA's brochure "*A Brief Guide to Mold, Moisture and Your Home.*"

RADON

Radon is a naturally occurring colorless and odorless gas that can pose health problems if not managed properly. The USAF has conducted sampling for radon at Shaw AFB and has found no facilities on base that approach or exceed the Federal action level. If you have concerns, please notify Dorm Management immediately at 895-5628. Questions concerning Radon should be forwarded to the Civil Engineer Asbestos Shop at 895-5083.

For more information regarding Radon, please visit <http://www.epa.gov/radon/> EPA's "*A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon*".

SECTION I—TERMINATION OF UH

Termination of Dorms: These are the only ways to leave the dorms.

- Be a SrA with at least 3 years time in service
- Pending marriage/be married
- Hardship approved at the Wing Commander level
- PCS

Final Inspections. When out-processing your room, ***you must schedule your final inspection appointment with the dorm managers.*** The final inspection ensures the room meets standards of cleanliness and ensures all maintenance issues have been resolved prior to your departure. Final inspections are conducted at 0900 hours daily. Please ask your dorm manager for a copy of the final room inspection checklist when scheduling your final appointment. This is a mandatory military appointment and you must be in uniform. If you fail the final inspection, you must schedule a re-inspection as soon as possible and prior to departing Shaw AFB.

Need help with your move out of the Dorms? Feel free to contact the Housing Management Office (HMO), across from the BX, if you need assistance/information with your move out of the dorm. The HMO's phone number is 803-895-2421. They have up-to-the-minute information about the local rental market, can help you apply for on-base privatized housing if you're getting married, or can help you find information about an upcoming PCS location.

Useful Websites.

- www.ahrn.com
- www.housing.af.mil

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LIVE CHRISTMAS TREES ARE PROHIBITED IN DORMITORIES

NFPA-1

10.13 Combustible Vegetation

10.13.1 Combustible vegetation, including natural cut Christmas trees, shall be in accordance with Section 10.13.

10.13.1.1 Christmas tree placement within buildings shall comply with Table 10.13.1.1.

Table 10.13.1.1 Provisions for Christmas Trees by Occupancy

Occupancy	No Trees Permitted	Cut Tree Permitted With Automatic Sprinkler Systems	Cut Tree Permitted Without Automatic Sprinkler Systems	Balled Tree Permitted
Ambulatory health care				X
Apartment buildings		Within unit	Within unit	X
Assembly	X			
Board and care	X			
Business		X		X
Day-care		X		X
Detention and correctional	X			
Dormitories	X			
Educational	X			
Health care				X

Table 10.13.1.1 Provisions for Christmas Trees by Occupancy

Occupancy	No Trees Permitted	Cut Tree Permitted With Automatic Sprinkler Systems	Cut Tree Permitted Without Automatic Sprinkler Systems	Balled Tree Permitted
Hotels	X			
Industrial		X	X	X
Lodging and rooming				X
Mercantile		X		X
One and two family		X	X	X
Storage		X	X	X

Dormitory Inspection Checklist (July 2013)											
Date of Inspection:	Type: Scheduled / No-Notice	Inspector:									
<p align="center">GRADING SCALE</p> <table border="0"> <tr> <td>OUTSTANDING</td> <td>SATISFACTORY</td> <td>UNSATISFACTORY</td> </tr> <tr> <td><u>Scheduled (0-1 discrepancies)</u></td> <td><u>(2-4 discrepancies)</u></td> <td><u>(5 or more discrepancies or 1 * discrepancy)</u></td> </tr> <tr> <td><u>No-notice (0-2 discrepancies)</u></td> <td><u>(3-6 discrepancies)</u></td> <td><u>(7 or more discrepancies or 1 * discrepancy)</u></td> </tr> </table>			OUTSTANDING	SATISFACTORY	UNSATISFACTORY	<u>Scheduled (0-1 discrepancies)</u>	<u>(2-4 discrepancies)</u>	<u>(5 or more discrepancies or 1 * discrepancy)</u>	<u>No-notice (0-2 discrepancies)</u>	<u>(3-6 discrepancies)</u>	<u>(7 or more discrepancies or 1 * discrepancy)</u>
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<u>Scheduled (0-1 discrepancies)</u>	<u>(2-4 discrepancies)</u>	<u>(5 or more discrepancies or 1 * discrepancy)</u>									
<u>No-notice (0-2 discrepancies)</u>	<u>(3-6 discrepancies)</u>	<u>(7 or more discrepancies or 1 * discrepancy)</u>									
<p>Discrepancies are grouped by category. Typically, multiple infractions in one area will count as one discrepancy. Depending on the severity of the infraction, inspector has the option of counting multiple discrepancies in a single area.</p>											
<p align="center"><u>Entry</u></p> <input type="checkbox"/> *Front door not secured (if room vacant)* <input type="checkbox"/> *Window not closed/locked (if room vacant)* <input type="checkbox"/> Room entry area not free of debris/plants <input type="checkbox"/> Front door dirty inside/outside <input type="checkbox"/> Walkway outside front door dirty/not swept <input type="checkbox"/> Trash/cigarette butts within 25 feet of front door <input type="checkbox"/> Light outside front door dirty	<p align="center"><u>Light & Energy</u></p> <input type="checkbox"/> Dirty – covers and shades <input type="checkbox"/> Unnecessary lights left on <input type="checkbox"/> Light switches/outlets dirty/damaged <input type="checkbox"/> TV/computers/video games left on										
<p align="center"><u>Sink/Kitchen Area</u></p> <input type="checkbox"/> Sink/countertop dirty <input type="checkbox"/> Soap dish/toothbrush holder dirty <input type="checkbox"/> Mirror/medicine cabinet dirty <input type="checkbox"/> Vanity cabinet not neatly arranged	<p align="center"><u>Trash</u></p> <input type="checkbox"/> *Contains food* <input type="checkbox"/> No trash can liner										
<p align="center"><u>Bathroom</u></p> <input type="checkbox"/> Toilet dirty <input type="checkbox"/> Shower/tub dirty/soap scum/dirty curtain <input type="checkbox"/> Tile floor dirty/moldy <input type="checkbox"/> Walls dirty/mildew present/need paint	<p align="center"><u>Ceilings/Walls</u></p> <input type="checkbox"/> *Inappropriate decorations/violate SAPR* <input type="checkbox"/> Walls/baseboards dirty <input type="checkbox"/> Ceiling fan dusty/dirty <input type="checkbox"/> HVAC vents dusty/dirty										
<p align="center"><u>Bed</u></p> <input type="checkbox"/> *No sheets on mattress* <input type="checkbox"/> Linen dirty	<p><u>Wall Lockers</u> (if applicable) - will be inspected if open/unsecured</p> <input type="checkbox"/> Dirty/personal items not organized										
<p align="center"><u>General</u></p> <input type="checkbox"/> *Unauthorized appliances in room* <input type="checkbox"/> Room does not create a neat appearance <input type="checkbox"/> Clothing not put away <input type="checkbox"/> Dusting not completed: _____ <input type="checkbox"/> Shelves/personal items not organized/clean <input type="checkbox"/> Burnt candles/incense	<p align="center"><u>Kitchen</u></p> <input type="checkbox"/> Microwave dirty inside/outside <input type="checkbox"/> Refrigerator dirty inside/outside/SEALS <input type="checkbox"/> Freezer needs defrosting (1/4" max) <input type="checkbox"/> Personal appliances dirty <input type="checkbox"/> Stove/oven/cooktop dirty <input type="checkbox"/> Dirty dishes present <input type="checkbox"/> Food/trash on counters/tables (not in trash can)										
<p align="center"><u>Main Floors</u></p> <input type="checkbox"/> Tile floors dirty/need mopped <input type="checkbox"/> Carpet needs vacuumed/cleaned											
<p align="center"><u>Window Area</u></p> <input type="checkbox"/> Window sill dirty <input type="checkbox"/> Blinds/curtains dirty <input type="checkbox"/> Window glass dirty inside/outside <input type="checkbox"/> Window track dirty	<p align="center"><u>Safety/Security</u></p> <input type="checkbox"/> *Damage not reported to CE Customer Service <input type="checkbox"/> *Fire Hazard/flammables: _____ <input type="checkbox"/> *Safety hazard: _____ <input type="checkbox"/> *Security violation: _____ <input type="checkbox"/> *Smoke detector not operational/disconnected <input type="checkbox"/> *Water conservation violation: _____										
<p align="center">Comments</p>											
<input type="checkbox"/> Reinspection will be on _____ at _____. Notify your supervisor immediately.											
<p>* indicates an automatic failure</p>											



DEPARTMENT OF THE AIR FORCE
20th CIVIL ENGINEER SQUADRON (ACC)
SHAW AIR FORCE BASE, SOUTH CAROLINA 29152

TDY/Extended Absence Dormitory Resident Checklist

1. Notify Dorm Management of any TDY/extended absence (longer than 14 days).
2. Schedule a room inspection with your supervisor (or other NCO within your section) within three days of departure.
3. When room inspection is completed, have supervisor (or other NCO) initial and sign-off at the bottom of this page. Make sure the rest of form is filled out.
4. If leaving your vehicle, be sure to use the dorm deployment parking lot on Franklin St.
5. Upon departing, leave this form on your bed. Make sure bed is neatly made.
6. Items checked for cleanliness (initial once checked):

____ Refrigerator: Clean seals and shelves inside. Remove any perishable items from refrigerator.

____ Bathroom: Clean shower, sink, walls, floor, mirror, medicine cabinet, exhaust vent, and toilet.

____ Kitchen (if applicable): Clean all counters, floor, and sink. Do not leave dirty dishes in the sink.

____ Stove (if applicable): Clean oven, drip pans, and all stove surfaces.

____ Microwave: Clean inside and outside of microwave. Make sure there are no food particles inside of microwave.

____ Furniture: Remove clutter, clean, and dust.

____ Carpet: Vacuum carpet. Do not leave dirty laundry on floor.

____ Heating/Air Conditioning: Clean all vents and change air filter (ask dorm management for filter).

(To be filled out by resident)

I allow (name/phone number) _____ to possess my room and/or vehicle key and check my room once a week while I am gone. He or she knows that they must visit my room weekly and report any room issues to Dormitory Management (895-5627).

TDY/Extended Absence Dates: _____ to _____.

Resident Signature _____

(To be filled out by inspector)

I am in _____'s chain-of-command and verify that his or her room was inspected and found clean on _____. He or she is now authorized to depart.

Supervisor/NCO signature _____

Final Dormitory Out-Processing Inspection Checklist

Resident Name: _____ Resident Dorm/Room: _____ Final Room Inspection: Pass/Fail

✓	Location	Requirement	Specifications	Pass	Fail
Common Areas					
	Door Entrance	Sweep/Dust/Clean/Scrub	Walls, Inside/outside of main door, doorjamb and spider webs		
	All Areas				
	Smoke Detector	Mounted/Operational	Battery replacements available at Dorm Management		
	Lights	Dusted/Operational	Light and fixtures, bulb replacements available at Dorm Management		
*	Vents	Clean/Wipe/Dust	Must be free of lint/dust/dirt		
	Walls	Clear/Clean/Wipe	Remove all items from walls (posters, pins, tacks, etc.) and clean surfaces		
*	Floor	Sweep/Mop/Clean	Entire surface area, <u>edges of floor and between appliances/furniture</u>		
*	Kitchen	Tidy	Resident responsible for cleanliness of shared common areas during inspection		
	Microwave	Clean/Wipe/Dust	Inside/outside, buttons and handles		
**	Stove/Oven	Clean/Wipe/Dust	<u>Inside of stove, stove top surface, drip pans</u> , knobs, <u>dust/grease</u> from hood		
**	Refrigerator/Freezer	Clean/Wipe/Dust	Seals, shelves, drawers, top of refrigerator and remove all expired/moldy food		
*	Sink	Clean/Wipe/Dust	Inside surface and edges of sink, faucets, underneath the sink and no dirty dishes		
	Garbage Disposal	Operational	Submit work order if inoperable		
	Kitchen counter/tables	Clean/Wipe/Dust	Entire surface areas		
**	Drawers/Cabinets	Clean/Wipe/Dust	<u>Inside and outside, entire surface areas</u> , handles, and remove all expired items		
	Trash Can	Clean/Wipe/Empty	Must be emptied and odorless		
	Laundry Area	Clean/Mop/Dust/Wipe	Empty dryer lint trap, surface areas of shelves and appliances and floors		
	Living Room	Tidy	Resident responsible for cleanliness of shared common areas during inspection		
*	Ceiling Fan	Clean/Dust/Operational	Blades, light(s) and fixtures must be clean and operational		
*	Windows	Clean/Wipe/Dust	Tracks, blinds, window sills and curtains		
	Furniture/Décor	Dust/Clean	Top, bottom, inside surfaces of ALL furniture (coffee table/chairs/plants/pictures)		
	Carpet	Vacuum/Clean	Entire surface area and between furniture		
✓	Individual Areas			Pass	Fail
	Room	Empty	No personal items should be in room; only gov't issued furniture		
*	Vents	Clean/Wipe/Dust	Must be free of lint/dust/dirt		
	Smoke Detector	Mounted/Operational	Battery replacements available at Dorm Management		
	Ceiling Fan	Clean/Dust/Operational	Blades, light(s) and fixtures must be clean and operational		
*	Windows	Clean/Wipe/Dust	Tracks, blinds, window sills and curtains		
	Furniture	Dust/Clean	Top, bottom, inside, outside drawers/surfaces of ALL furniture		
	Bed	Clean/Dust/Operational	Inside/outside drawers and <u>underneath/behind bed - lift bed handle</u> if applicable		
	Walls	Clear/Clean/Wipe	Remove all items from walls (posters, pins, tacks, etc.) and clean surfaces		
	Wall lockers	Clean/Empty/Dust	Vacuum carpet, dust shelves, ensure walls are clean		
	Sink/Mirrors	Wipe/Clean/Dust	Mirror/no streaks; sink/inside surface and edges, medicine cabinet, storage area		
	Carpet	Vacuum/Clean	Entire surface area and between furniture		
	Bathroom	Empty	No personal items should be in bathroom; only gov't issued furniture/fixtures		
	Lights	Dusted/Operational	Light and fixtures, bulb replacements available at Dorm Management		
	Vents	Clean/Wipe/Dust	Must be free of lint/dust/dirt		
*	Toilet	Clean/Operational	Toilet seat top/bottom, outside/inside of bowl and around base		
**	Shower/Tub	Clean/Dust/Operational	No grit/grime/scum on walls/tiles/basin; showerhead/fixtures function, drain works		
	Floor	Sweep/Mop/Clean	Entire surface area, <u>edges of floor and between appliances/furniture</u>		

* High Missed Items

** Items with a 95% Failure rate or higher

1. Please call Civil Engineering (CE) at 895-9655 to place work orders for issues in your room not regarding furniture or appliances (for these items see #2).

Please provide any open work order number(s): _____

2. **Want to pass the first time around?** We recommend that you use S.O.S Pads to clean tough stains on the sink, floors, tub/shower and major appliances (do not use on walls or carpet); Ensure your cupboards and refrigerator are spotless inside and out. When these items are completed the pass rate reaches 90%

3. **What to do if you FAIL your inspection:**

Failed Room Inspections- Clean/correct failure(s) above. Follow the instructions of the inspector, same day inspections can be conducted at the discretion of the inspectors.

You must bring this inspection form to be re-inspected on the missed items; otherwise, we will conduct a full inspection.



DEPARTMENT OF THE AIR FORCE
20th CIVIL ENGINEER SQUADRON (ACC)
SHAW AIR FORCE BASE, SOUTH CAROLINA

30 May14

MEMORANDUM FOR DORMITORY RESIDENTS

FROM: 20 CES/CC

SUBJECT: Third Party Package Delivery

1. The contract to centrally manage and deliver mail at the dormitories was terminated due to budget constraints. Shaw leadership worked with the US Postal Service (USPS) to have USPS mail and parcels delivered to our on-base post office, where you will have a post office box assigned. The contractor had also managed receipt and delivery of third party packages...those packages delivered by private companies like FedEx, UPS and DHL. These private companies cannot deliver to the Post Office, and will not deliver directly to the dorm rooms.
2. For your convenience, the Airmen Dormitory Leaders (ADLs) will sign for third party packages for dorm residents as a courtesy to eliminate the need for residents to have to go pick up packages from the off-base locations of the aforementioned couriers. ADL's will only sign for packages during normal operating hours. The following restrictions apply:
 - a. Package acceptance on behalf of our dormitory residents is a service provided as a convenience and the resident agrees not to hold 20 CES nor the ADLs responsible in the event a package is missing, issued to the wrong person, damaged, or other loss occurs.
 - b. Packages must be picked up during normal business hours at the Dormitory Management Office. Please observe holidays and scheduled closings to ensure prompt receipt of your package.
 - c. Packages not picked up within 30 days will be returned to the sender.
 - d. Packages must be addressed to the resident and will only be released to the addressee with photo ID.
 - e. The following types of packages may be refused and may not be stored in the Dormitory Management Office:
 - Packages shipped before/after occupancy
 - Packages containing perishable items
 - Tires, luggage, and other over-sized packages
 - Flammables
3. To avoid these restrictions and ensure best security, recommend you use the USPS for your deliveries, as these packages will be signed for by trained and accountable USPS employees at the base post office. If the vendor will not ship through USPS, you can also make arrangements with the private courier company to pick up at their nearest distribution location.
4. Any questions regarding my request for extension can be directed to MSgt Brian Ailstock at 895-5062 or brian.ailstock@shaw.af.mil.

TERRENCE L. WALTER, Lt Col, USAF
Commander, 20th Civil Engineer Squadron



DEPARTMENT OF THE AIR FORCE

20th FIGHTER WING (ACC)

SHAW AIR FORCE BASE, SOUTH CAROLINA

MEMORANDUM FOR DORM XXX

FROM: Shaw AFB First Sergeant Council

SUBJECT: Dormitory Residents' Roles and Responsibilities

1. Dorm Chief: Coordinates with the Dorm Managers, First Sergeant and Commander on all dormitory issues. Is the lead for assigned Bay Chiefs. Performs random checks of common areas and the exterior of dormitory and maintains a log of such. Serves as a POC during recalls and emergency situations. Serves as a member of the installation dorm council, attends all installation dorm council meetings chaired by 20 FW/CCC, and ensures goals of the installation dorm council and Dorm/Bay Chiefs are in harmony and carried out. Ensures residents comply with standards at all times and addresses/corrects violations with their First Sergeant.

2. Bay Chiefs: Coordinates with the Dorm Chief, Dorm Managers, First Sergeant and commander on all dormitory issues. Ensures morale, welfare and discipline are maintained in the dormitory for their specific floor. Lead clean-up efforts every week and ensure common area is cleaned to acceptable standard. Take attendance during clean-up and report no-shows to the Dorm Chief. Performs daily checks of common areas and exterior of dormitory and of their specific floor. Serves as a member of the installation dorm council, attends all council meetings, and ensures goals of the installation dorm council and Dorm/Bay Chiefs are in harmony and carried out. Ensures residents comply with standards at all times and addresses/corrects violations with the Bay Chief.

3. Residents: Coordinates with the Dorm Chief and Bay Chiefs on all dormitory issues. Up-channels room and dorm issues through the Dorm Chief and/or Bay Chiefs. Ensures morale, welfare and discipline are maintained in the dormitory. Complies with and ensures other residents comply with standards at all times and addresses/corrects violations.

4. General Requirements for Dorm/Bay Chief:

- Recommended by their supervisor and appointed by their First Sergeant.
- Must have at least 6 months left on station when appointed.
- Must have a passing PT assessment score.
- No record of unprofessional relationships

5. Removal from positions:

- Failure to maintain appropriate job performance resulting in a rating "Met some but not all expectations".
 - Failure to maintain a passing fitness assessment score
 - Any record of an unprofessional relationship
 - Failure to perform duties as described above
- It is the Bay Chief's responsibility to act as the first line of assistance for individuals assigned to their respective floor. If problems are encountered with residents that cannot be satisfactorily resolved by the residents themselves, the Bay Chiefs act as a focal point for resolving these issues. If necessary, the Bay Chief further elevates the problem or concern to Dorm Managers, and First Sergeant as necessary. That is the proper chain of command in the dorm--individual residents, Bay Chief, Dorm Chief, Dorm Managers and First Sergeant. Problems are expected to be resolved at the lowest possible level.

6. The Dorm Chief/Bay Chiefs have all the authority of the Dorm Managers through the Commander and First Sergeant in the execution of their duties. All residents are expected to show them respect and abide by any decisions they make in the performance of their assigned duties. Disregard for the orders they issue in the line of duty will not be tolerated. Individuals involved in such conduct will be dealt with swiftly by their First Sergeant. The Dorm

Chief/Bay Chiefs must be recognized as part of the formal dormitory chain of command. Additionally, all Dorm/Bay Chiefs are in leadership roles and will be expected to set the example. Failure to act like a leader will also result in removal from the position.

7. It would be extremely difficult to identify every possible situation where the Dorm Chief/Bay Chief might get involved in assisting a dorm resident or in maintaining order in the dormitory. There are, however, some general responsibilities that can be outlined as follows:

- a. The Dorm Chief/Bay Chiefs are representatives of the First Sergeant and the Dorm Managers. When possible, the Dorm Managers will notify the Dorm Chief/Bay Chiefs in advance of any situation requiring their assistance.
- b. The Dorm Chief/Bay Chiefs must take an active role during emergency situations that occur after duty hours. In the event of an emergency, contact the police, fire department, or other emergency service as necessary. It is imperative that Bay Chiefs be aware of proper emergency reporting procedures, and above all, STAY CALM. You may be the only one that knows what to do during an emergency situation. When emergencies occur after duty hours, the Dorm Chief/Bay Chiefs should contact the
- c. Dorm Managers and First Sergeant immediately so that other notifications can be made as necessary.
- d. The Dorm Chief/Bay Chiefs are expected to maintain order and discipline in the dormitory. This is likely one of the most difficult tasks of all. The key is to use common sense. Whether the problem is music being played too loudly or a fight in progress, take the action you feel is most appropriate to get the situation under control. With the authority you have as a representative of the First Sergeant, you should be able to resolve most issues yourself. If you feel you need assistance or if the actions you've taken aren't working to resolve the problem, feel free to contact the First Sergeant for assistance. If the situation requires a more immediate response, contact Security Forces, but follow up with a call to the First Sergeant.
- e. The Dorm Chief/Bay Chiefs must enforce quiet hours (24/7) in the dormitory. Loud parties and music played at excessive levels can be a disturbance to residents who work different shifts and to others that may be trying to study or relax. When problems are encountered, first ask the resident to lower the volume. If that doesn't work, then notify the First Sergeant. Contacting Security Forces should be the last resort.
- f. The Dorm Chief/Bay Chiefs must monitor guests in the dormitory. Visitors or guests under the age of 18 are strictly forbidden in the dormitory unless accompanied by a parent or legal guardian. Dorm residents are responsible for their guest's conduct. Guests may not take up residence with a dormitory resident. Dorms are considered "private" facilities. Exit doors must remain closed at all times. Unauthorized visitors or other guests causing problems in the dorm will be asked by the Dorm Chief/Bay Chiefs to leave the facility. Should they refuse, contact the Security Police to have them removed. Notify the First Sergeant of actions taken on the following duty day.
- g. The Dorm Chief/Bay Chiefs will call in emergency work orders after duty hours when the situation warrants. The Dorm Managers should be contacted for assistance if necessary. Notify the Dorm Managers of work performed or pending work orders on the following duty day.
- h. In addition to the specific responsibilities listed above, Bay Chiefs will also report other violations of dormitory living standards and procedures outlined in Shaw AFB Pamphlet 32-113, *Unaccompanied Housing Brochure*, to the First Sergeant and Dorm Managers.

8. Lastly, the Dorm Chief/Bay Chiefs' role in the dormitory includes that of being a good role model for the other residents. Whether it is room inspections or involvement in activities of the dormitory council, the Dorm Chief/Bay Chiefs must take the lead in setting a positive example. Encourage others to get involved in making the dorms a better place to live. Listen to the concerns of the residents on your respective floors and do what you can to see that their needs are taken care of. Your role is extremely important. Please take your responsibilities seriously.

BRIAN O. THOMPSON, MSgt, USAF
First Sergeant