

SHAW AFB UNACCOMPANIED HOUSING BROCHURE

(27 Sept 2021)



Monday - Friday: 0900-1500

Email: 20CES.CEIH.ShawAFBDormMgmt@us.af.mil

Facebook: Shaw AFB Dorms

Position	Name	Telephone
Superintendent, Unaccompanied Housing	MSgt Jonathan Nazario	895-5627
Unaccompanied Housing Manager	Mr. Cornell Williams	895-5627
Airmen Dormitory Leader	TSgt Bryce Hallstrom	895-5627
Airmen Dormitory Leader	SSgt Mathew Dudley	895-5627
Airmen Dormitory Leader	SSgt Danielle Meagher	895-5627
Airmen Dormitory Leader	SSgt Daniel Kearney	895-5627

Important Telephone Numbers Shaw/Sumter Commercial Area Code: 803 Shaw AFB DSN prefix: 94-965-XXXX	
Life/Limb/Health/Safety, Ambulatory, Fire, & Security Emergencies	911
Security Forces (BDOC)	895-3669
After Hours: Lockouts & Emergency Work Order Requests	895-9655
Command Post	895-5850
Shaw AFB Information Line	895-1110
Visitor's Center (Main Gate)	895-9086/9083
Chaplain	895-1106
Airman Family Readiness Center (AFRC)	895-1253
Medical Group Appointment Line	895-CARE (2273)
Mental Health	895-6199
National Suicide Prevention Lifeline	(800) 273-8255
Sexual Assault Response Coordinator Hotline	895-7272
Alcohol & Drug Prevention/ Treatment	895-6199
American Red Cross	(800) RED-CROSS

For many more base phone numbers please download the "Shaw AFB Guide" from <https://www.shaw.af.mil>
OR use the "Directory" from the AF Connect App.

Shaw AFB Gate Hours

Main Gate: 24/7

Peach Orchard Rd/441: 0600-2100, Everyday

Sumter/ARMY/"ARCENT" Gate: 0600-1800, M-F

Dining Facility

Your squadron First Sergeant or the CSS (orderly room) will provide you with all the paperwork you will need to be placed on a meal-card and dine at the CMSgt Emerson E. Williams Dining Facility (Building 417) and the Afterburner Grill. Depending on your work schedule, your Squadron Commander can authorize BAS if your Leadership determines you meet applicable criteria. The dining facility is centrally located in the middle of the dormitory campus. Both dine-in and carry-out services are available. Please see the dining facility or visit the following website for more information: <https://www.thebestfss.com/resources-support/alerts>

CMSgt Emerson E. Williams Dining Facility Hours

Days	Breakfast	Lunch	Dinner	Midnight Meal
Mon – Fri	0600 – 0800	1100 – 1300	1630 – 1900	2230 – 0000
Sat – Sun	0730 – 1230		1630 – 1800	2230 – 0000

Afterburner Grill Hours

Days	Breakfast	Lunch	Dinner	Midnight Meal
Mon – Fri	0600 – 0800	1100 – 1300	1630 – 1900	

Mail and Package Delivery

Any mail/packages handled by the United States Postal Service (USPS) will be delivered to the Shaw AFB Post office. Any mail/packages delivered via UPS, FEDEX, and DHL will be delivered to the Dorm 421 Dayroom Storage Closet and available for pickup between M-F 0900-1500 (Fed Holidays & Wg/Gp/Sq Down-Days excluded). Packages not picked up within 30 days will be returned to sender.

Cable Television/Internet

Spectrum, contacted at 1-866-892-7201, is the only cable provider on Shaw AFB.

Inspections

All rooms are subject to health and wellness checks and/or inspections by your Supervisors, Raters, Commanders, First Sergeants, Security Forces, Office of Special Investigations, and members of the Unaccompanied Housing Team. Maintenance personnel may periodically enter dorm rooms to perform appropriate maintenance related tasks and may up-channel any derogatory information concerning the condition of your assigned room to the UH Office; this information may trigger further investigation if necessary. Your Squadron Commanders have designed programs to ensure all leaders within your chain of command perform these visits accordingly. Engage with your Supervisors to learn more about the nature of your Unit's own inspection program and schedule.

Airmen Dorm Leaders (ADLs) do not perform room inspections, but occasionally enter rooms to perform urgent and routine maintenance, ensure assigned furnishings are present and in good working order, and verify that safety standards are met.

All levels of Leadership make every effort to respect your privacy.

Damages

Dormitory Residents will be held financially liable for any/all loss or damage to government owned facilities, equipment, or furnishings resulting from abuse or negligence. Indicate all prior damage to room and furniture on the Room Condition Checklist as provided.

Cleaning standards

Residents are responsible for maintaining their room, common area, and laundry room as clean and orderly.

Considerations:

- Do not use abrasive pads/textiles on shiny, painted, or delicate surfaces.
- Do not use gritty/abrasive/harsh agents for cleaning.
- Do not use sharp objects to remove ice when defrosting freezers.
- Do not pour grease down drains; it can solidify in the pipes and cause blockages.
- Do not place hot pots/pans/skillets/etc. directly on countertops; this can lead to a fire and/or permanent damage.

Kitchen:

- Clean the insides of microwaves after each use to avoid build-up of food deposits.
- Clean the stove top burners, oven, and broiler units regularly to prevent baked-on grime/grease buildup.
- Clean your refrigerator's interior and door seals frequently to prevent/remove mildew growth and/or food deposits.
- Wipe down walls periodically to prevent grime/grease buildup.
- Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Bathroom:

- Clean the inside and outside of the toilet with a disinfectant weekly.
- Clean tub, shower walls, and sink periodically.
- Remove mildew and mold growth as soon as they occur.

Floors:

- Mop tile floors, to include corners and baseboards, regularly.

Carpets:

- Vacuum carpets to remove dry debris.
- Shampoo carpets as needed to remove carpet stains
- Vacuums and carpet shampooers are available from the Unaccompanied Housing Office.

Walls:

- Do not apply adhesive-backed materials, wallpaper, decals, stickers, tape, etc. to the walls.
- Use mild soap and water for cleaning walls.

Windows:

- Dust and wipe clean interior and exterior portions of your windows.

Exterior:

- You are responsible for maintaining the cleanliness of the hallways, walkways, windows/sills, and exterior light fixtures within ten feet from your entry door.

Refuse Collection and Disposal:

- Dispose of your garbage in the dumpsters located outside of your dormitory.
- Do not leave trash-cans or trash on balconies or stairwells.
- Do not throw personally owned/dorm furniture away in the dumpsters; personal furniture can be disposed of at the base recycling center.
- Do not leave unwanted items lying next to the dumpsters.

Recycling

The Base Recycling Center (895-0181) is located on Kingfisher Road (on the East side of the base).

Humidity, Mildew & Mold

South Carolina can be extremely humid and may support the growth of mold & mildew in living spaces. To reduce the impact of humidity in your dorm room, please:

- Ensure that a functioning dehumidifier is located in your room (1+1) OR common area ("Quad").
- Keep your windows and doors closed while the air conditioning is running.
- When on leave or TDY, set your thermostat to 75°F, leave your air conditioner and fan on, and keep your windows and doors closed.
- Close the bathroom door when taking a shower in order to reduce the presence of moisture traveling to your room.

Electronic Devices, Electrical Circuits, and Breakers

Most cases of lost power in the dorms are a result of an overloaded circuit and a tripped breaker. If you are using any number of electronics that surpass the total 20 Amp safety rating of your room's circuits, consider shutting high-amp drawing devices off and then reset the tripped breaker. If the issue continues, please see us to place a work order in for a possible fix.

Storage

No additional storage spaces, or facilities, are provided for residents who accumulate excess goods.

Government funded non-temporary storage may be assigned through the MFH Office on a case by case basis but is not readily accessible while residing within the dormitories.

Furnishings, Appliances, & Laundry

All dorm room furnishings, appliances, and laundry machines are provided and must remain within the room they are assigned to. Do not attempt to remove or perform maintenance on any issued items. Please inform an ADL of a malfunction and we will repair or place a work order in for a fix.

Picture Frames and Posters

- Do not use tape to hang pictures or posters on the walls; this will destroy the paint.
- Thumbtacks are preferred for hanging pictures frames and posters.
- Any holes placed through walls to must be filled prior to vacating the room.

Do NOT Display:

- Lewd, obscene, or pornographic images or publications, in any form, on any media, whether commercially or individually produced.
- Unprofessional or inappropriate documents/log-books and/or written materials, to include materials that emphasize sexual or other inappropriate activity that is detrimental to a professional environment.
- Pictures or graphics with profanity or symbols of profanity.
- Drug-related items or pictures.

Weapons

Firearms, pellet guns, paintball guns, stun guns, any ammunition, bows/crossbows, arrows/bolts, fireworks, flares, any device capable of exploding, knives with blades longer than 3 inches, or weapons of any kind are prohibited in the dormitory.

All firearms and ammunition must be registered and stored at the Security Forces Armory.

Alcohol

Residents and guests are authorized to responsibly consume alcohol on the Dormitory Campus as long as they are 21 years of age or older. Residents assume responsibility to ensure underage personnel do not consume alcohol. Residents under 21 years of age are not authorized to consume alcohol.

Smoking

Use of any/all forms of tobacco and nicotine-containing products are prohibited inside all dormitory rooms, common areas, stairways/wells, and doorways. These products are only authorized for use within marked designated tobacco areas. Dispose of all tobacco-product waste material in the butt-cans provided at marked designated tobacco areas.

Vehicle Parking

Do not park your vehicle anywhere outside of a designated parking spot. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Vehicles must never be parked on dirt, sand, seeded areas or grass within the dorm campus area. Motorcycles should be parked in the areas designated for motorcycle parking or in normal parking spaces. Never park your motorcycle in stairwells or on sidewalks.

Bicycles

Bicycles must be locked into any of the bicycle racks located throughout the dorm campus when not in use. Bicycles must be registered with Dorm Management and a registration sticker must be placed on the bicycle or it will be removed from the campus.

Pets

Fish are the only animals authorized within the dorms. One aquarium is authorized per room, and it must not

exceed 35 gallons in volume. Additionally, please do not feed or house stray animals and do not clean fish, deer, or any game animals within the dorm campus.

Pest Control

Cleanliness is the best deterrence of unwanted pests. Remove trash daily. Do not leave food or trash lying around common areas and kitchens. Report all issues with pest infestation to Unaccompanied Housing Office.

Maintenance and Repairs (Work Orders)

Please channel all of your Work Order requests through your Airmen Dorm Leaders at 895-5627, the Work Order function location inside the Air Force Connect APP, or through 20 CES Customer Service at 803-895-9655 for after-hours emergency work order requests.

HVAC Filters

The 20 CES HVAC Shop will inspect and replace air conditioning filters on a regular schedule.

Lockouts

If you are locked out of your room, do not attempt to break into your room. If locked out between 0800-1530 hours M-F please report to the Unaccompanied Housing Office with an NCO from your workcenter to check out a key. If you are locked out of your room after duty hours or on weekends, report to the Security Forces (bldg 825) law enforcement desk, with an NCO from your workcenter, to sign for a key to your room. If you have lost your key, you will be responsible to pay for a replacement. See an Airmen Dorm Leader for a replacement key. **An ADL is always on-call to service door lock malfunctions for all after-hours emergency calls.**

Social Visits

Guests must be at least 18 years old, escorted at all times, and are NOT allowed in the dormitories between the hours of 2400-0600. You are responsible for the conduct and actions of your guests. Cohabitation is not authorized.

Noise

Shift workers live in every dormitory which makes it necessary to enforce quiet hours 24/7 on/in the Dormitory Campus. If any noise can be heard outside your room, it is too loud.

Crew Rest

Please do not disturb rooms with "Crew Rest" placards.

Vehicle Repair

Do not perform maintenance or repair work, of any form/type, on any vehicles in your dorm room or on the dorm campus.

Law Enforcement

Call the 20th Security Forces Squadron Base Defense Operations Center (BDOC) at 895-3669 to report any suspicious activity or crime.

Personnel Changes

Report any changes to your rank, name, duty/personal phone, squadron, office symbol, marital status, etc. to the Unaccompanied Housing Office.

Extended Leaves, TDYs and Deployments

If you plan to leave your dorm room unoccupied for more than 14 days, you must:

- Stop by the Unaccompanied Housing Office to notify us of your planned absence.

- Complete a TDY/Extended Absence Form (available from the Unaccompanied Housing Office).
 - Place a copy of this completed form, with a copy of your TDY orders or AF leave form 988, on your neatly made bed.
- Notify a supervisor of your absence and ensure they report any problems to the Unaccompanied Housing Office immediately.
- Leave HVAC and fan running in your absence.

Long-term parking is located at the parking lot on Franklin St. adjacent to dorm 407.

BAH Waitlist

The Unaccompanied Housing Office will manage the BAH waitlist in order to achieve 95% or greater occupancy. This ensures that rooms are available for Technical Training Graduates and Shaw AFB's lowest ranking Unaccompanied Airmen. If you desire to move off-base, please engage with the lowest levels of your leadership to initiate being placed on the BAH waitlist. First Sergeants must concur with your desire to move out and send a confirmation email to the Superintendent, Unaccompanied Housing prior to being placed on the BAH waitlist. However, simply being on the BAH Wait List does not guarantee that you will move out of the dorms within any specific timeframe. Lastly, all official notifications to vacate will only come from a member of the Unaccompanied Housing Office.

Termination of Unaccompanied Housing

- E-4s with 3 or more years Time In Service (TIS) may elect to outprocess from UH.
- Residents planning to get married may elect to outprocess UH up to 60 days prior to marriage.
- Hardships necessitating outprocessing from UH require written approval by the Wing Commander.
- Residents must outprocess UH upon PCS or Separation.

Final Inspections

If you are planning to out-process from UH for a PCS or Separation, you must schedule your final inspection appointment with the Unaccompanied Housing Office no later than two weeks prior to your final-out appointment. A successful out-check from UH is dependent on your room and common area being free of all personal belongings and that these spaces are cleaned to "white-glove inspection standards" and are move-in ready. Final inspections are performed every duty day at 0900 hours. If you miss your appointment or fail an inspection you will have to re-schedule for another available day. Please see the Unaccompanied Housing Office for a copy of our room inspection checklist when scheduling your final appointment. A scheduled out-processing inspection is a mandatory appointment and requires that you be present in your Unit's uniform of the day.

Need help with your move out of the Dorms?

Feel free to contact the Military Family Housing Office (adjacent to the Shaw AFB BX), at 803-895-2427, if you need any assistance or information with your move out of the dorms. MFH can help you apply for on-base privatized housing if you have a dependent, and has timely information about rental markets and can help you find local housing or housing information in an upcoming PCS location.

Fire Safety

REPORT ANY FIRE, REGARDLESS OF SIZE!

In case of a fire, evacuate the dorm immediately and dial 911. Provide Fire Dispatch your name, dorm, room number, and phone number. All occupants must evacuate the dorm immediately if they hear the fire alarm. Arrange furnishings in your room so as not to obstruct egress, and know your escape route. Dorms 419, 421, 903, 904, & 905 have fire extinguishers located in the common areas. Dorms 402, 406, 407, & 418, have fire

extinguishers located on all balcony floors. Familiarize yourself with the closest fire extinguisher and how to use it. To put out small fires, remember PASS - **P**ull the extinguisher pin, **A**im at base of fire, **S**queeze the trigger, and **S**weep fire extinguisher chemical spray towards base of fire.

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

- The Fire Dept, CES Alarm Shop, and UH Personnel conduct periodic inspections of your smoke alarm.
- Do not mount or attach anything to sprinkler system parts, fire protection devices and wiring, or smoke detectors.
- Tampering with fire protection equipment is a serious offense and is punishable under the UCMJ.
- Smoke detectors will beep/chirp when the battery is dying; please see the UH Office for a new battery.
 - If you suspect your alarm is malfunctioning, notify someone from the UH Team.

Cooking. Microwaves are authorized for use in bedrooms. All other cooking and cooking appliances (including, but not limited to: hot plates, toaster ovens, crock pots, and convection ovens) are prohibited for use within the bedroom. Never leave food unattended when cooking in designated kitchens. If you experience a grease fire, 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!

Barbeque Grills are located conveniently throughout the dorm campus for your use. Please clean them before and after use. Never throw hot, or freshly used charcoal into garbage cans or dumpsters.

Flammables. The storage of flammables on the UH Campus is unauthorized. Flammables include, but are not limited to: gasoline, motor oil, oil based paint, spray paint, kerosene, propane tanks, candles, incense, live christmas trees, or any open flame.

Electrical Devices. Unplug any devices such as irons, blow dryers, space heaters, etc., when not in use.

Space Heaters must have an “automatic shut off switch” built into the bottom of the unit, must have 36 in. of clearance between itself and other items, and must be unplugged when the room is unoccupied or not in use.

Extension Cords must be of one continuous length, free of splices, and cannot be frayed. Do not use extension cords for long term use. Daisy-chaining is unauthorized. Place cords to avoid tripping hazards.

Dryer Lint. Remove lint from traps before each use of the clothes dryer to prevent fires.

Environmental Hazards

Hurricanes & Tornadoes

Hurricane Season in the Southeastern United States runs between June through November every year, but South Carolina typically experiences effects of hurricanes between August and September. Primary shelter for all UH Residents include their assigned quarters. In the event of a tornado, UH Residents shall shelter in place and take cover under heavy furniture against inside walls. Monitor radio and television broadcasts for additional instructions.

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. The 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 895-5627 if you have questions on self-help projects)

If you notice damage to the areas mentioned above, please notify Dorm Management immediately at 895-5627. 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 <http://www.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 895-5627. Questions concerning lead-based paint surveys should be forwarded to the Civil Engineer Asbestos Shop at 895-9675. For more information on LBP, please visit <http://www.epa.gov/lead>.

Mold

Mold spores are naturally present both indoors and out, are impossible to eliminate completely, but will not continue to grow in the absence of moisture. Control indoor mold growth by removing existing mold growths with a cloth soaked in a bleach-based detergent/cleaner/solution and prevent excess moisture or humidity in your living spaces. If you experience any leaking pipes, walls, HVAC components, or have a continuous mold issue in your room, please notify the Unaccompanied Housing Office immediately. For more information on mold and mold prevention, please visit <http://www.epa.gov/mold>.

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/>.

Thanks for reading this brochure in its entirety
and Welcome to Shaw AFB!