



UNACCOMPANIED HOUSING (UH) BROCHURE

DORM
MANAGEMENT



SHAW AFB, SOUTH CAROLINA



U.S. ARMY

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CHAPTER 1

AIR FORCE RESPONSIBILITIES

AIR FORCE RESPONSIBILITIES. The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned dormitory

INITIAL INSPECTIONS. You will make an initial inspection of your room. At this time, you should definitely identify all discrepancies with the room and furnishings, and document them on a Quarters Condition Inspection Report. An Airman Dorm Leader (ADL) will verify this inspection with you.

MAINTENANCE AND REPAIRS. The 20th Civil Engineer Squadron (20 CES) has primary responsibility for ensuring maintenance to your room and dormitory is performed. If maintenance needs to be performed on your quarters, follow the procedures below:

Monday through Fridays during duty hours: Contact the Unaccompanied Housing Management Office (UHMO).

After duty hours, weekends, and holidays: Call in emergencies to CE Customer Service at DSN: 965-9655, Commercial: 803-895-9655

WORK ORDER RESPONSE TIME. There are three categories of service: emergency, urgent, and routine. The category determines when the service will be accomplished.

EMERGENCY CALLS. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: a backed up commode, 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) for the entire building.

URGENT CALLS. Urgent work orders are completed within 5 work days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0700-1600. Some examples are minor faucet leaks or slow draining showers.

ROUTINE CALLS. Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0700-1600. Some examples are repair of closet doors, shelving, or interior walls.

FILTERS. The 20 CES will change the filter in your heating, ventilation, and air condition (HVAC) unit as part of their reoccurring work program (RWP). If your filter needs changing earlier, contact an ADL for a replacement filter. Only operate the HVAC unit with a filter in place. Damage to the HVAC system caused by filters not being change is costly and could be the responsibility of the occupant. Report any malfunction of the HVAC system to an ADL immediately or call CE Customer Service at 895-9655 if after normal duty hours. If you have problems, do not attempt repairs or adjustments. Do not block HVAC system vents. Blocked vents may cause damage requiring repairs due to circulation reduction.

REFUSE COLLECTION AND DISPOSAL. Place your room trash in dumpsters provided. Common area garbage cans are provided and are to be used for minor trash or litter, not room trash. Your personal day room trash is to be taken to the dumpster or thrown out with your room trash. Do not place trash on balconies, stairwells, hallways, kitchen, or laundry room. Identifiable personal trash found in day room trash cans will be returned to the owner. Only metal or approved noncombustible trash containers are authorized in dormitories. Do not place yard debris or bulk items in dumpsters. Take these types of items to the recycle center. Contact the UHMO for directions. If you want to dispose of personal furniture that was not otherwise provided to you when accepting the room, please take it to the Airman's Attic or dispose of it off-base.

INSECT/PEST CONTROL. South Carolina has a very humid climate and therefore, has its share of insects. If needed, we will treat your room, however we do expect you to take preventative action to control insects. For example, keep food in sealed plastic containers, remove trash from your quarters daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If an infestation occurs that is beyond your control, contact an ADL.

LOCKOUTS. If you are locked out, contact an ADL or the UHMO during duty hours. After duty hours or on weekends, contact your unit First Sergeant. Lost keys will be replaced by the UHMO on the next duty day at the resident's expense.

GROUNDS CARE. The base contracts the mowing details around the dormitories. You are responsible for keeping the grounds around your facility clean (the first ten feet from the exterior door) to include sweeping the walkway outside your room. In addition, you are responsible for cleaning the outside of your windows, the window sills, and exterior light fixtures.

APPLIANCES. Ranges, refrigerators, microwaves, and dishwashers, if installed, are government-furnished and serviced. They are assigned by serial number and verified at check-in and termination inspections. Do not remove any of these items without authorization of the UHMO. Notify the UHMO if you have any problems with appliances.

LAUNDRY FACILITY. Buildings 419, 421, 903, 904, and 905 have a washer and dryer in each common area. Building 402, 406, 407, and 418 have a laundry facility in the center section of each floor

PERSONALLY OWNED APPLIANCES. Personally owned appliances may not be used in dorm rooms when the appliances are furnished by the government. All electrical components (lights, cords, heaters, pumps, etc.) shall be UL approved and labeled. Any damage caused to the dormitory by the equipment is the occupant's responsibility.

LINENS. You will be issued on set of sheets, a pillowcase, a blanket, pillow, mattress cover, and bedspread (if available) when you are assigned a room. These items are yours to keep. If you desire not to use these items, please return them (unopened and unused) to the UHMO.

MAIL AND THIRD PARTY PACKAGE DELIVERY. You must establish your mailing address at the post office. All mail handled by the United States Postal Service (USPS) will be delivered to the Post Office. All other third-party packages (UPS, DHL, FEDEX, etc.) will be delivered to the UHMO.

CHAPTER 2

DORMITORY STANDARDS AND POLICIES

DORMITORIES. The dormitory is your home and we want you to feel at home in it. However, there are some basic rules we all must live by.

PROHIBITIONS IN DORMITORIES. The following are prohibited:

- Automotive rebuilding parts and auto batteries
- Plastic trash containers that are not approved
- Hot plates, toaster ovens, convection ovens
- Overnight or unaccompanied guests
- Flammable liquids (except cosmetics)
- Live Christmas trees
- Decorations that do not possess fire retardant properties or have not been treated with flame retardant will not cover more than 10% of the wall area in an individual room
- Items or pictures degrading national or military Leaders; glorifying drug use or drug culture
- Unsealed foods
- Burned candles or incense
- Flammable paints
- Unauthorized persons on dormitory roofs or window ledges
- Pressurized cylinders (air tanks)
- Sterno fuel
- Décor with pornography, naked persons, or profanity

* Personally owned weapons (to include air soft guns, nerf guns, bows and arrows, spears, martial arts weaponry, knives with blades in excess of 3 ½”, etc) are not allowed to be stored in dormitory rooms. Kitchen knives with blades longer than 3 ½” must be stored in the kitchen area, must be in a sheath or a knife block, and must be secured when not in use.

* Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. They must be Underwriters Laboratory (UL) approved and listed.

Note: List above is not all inclusive. Dormitory occupants having questions should contact the UHMO for more clarification if needed.

PICTURES. Pictures will be in good taste. The display of sexually explicit materials is prohibited.

CLEANLINESS. Dormitories will be maintained within Air Force standards as outlined in AFI 32-6005 and this brochure.

INSPECTIONS. The Wing Commander, Unit Commanders, First Sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit the dormitories from time to time because dormitories are an important Air Force quality of life issue. Render all appropriate customs and courtesies when these officials enter your room. Scheduled inspections will be posted in advance. The First Sergeant or Commander of the unit is responsible for conducting dormitory inspections and periodic health, safety, and general cleanliness checks, using the “Outstanding” through “Unsatisfactory” method and checklist. Rooms receiving an “Unsatisfactory” rating will be inspected daily until the room is brought up to a minimum “Satisfactory” standard. Commanders and First Sergeants have the right of no-notice spot inspections. Remember, your dormitory is an extension of your room.

PERSONAL FURNITURE. Personal furnishings must be in good condition and must present a neat and acceptable appearance. You are responsible for removing all personal furniture prior to clearing the dorms.

GOVERNMENT OWNED FURNITURE. Do not remove any government furniture from your room. You will be held accountable for all furniture missing from your room.

DAYROOM/COMMON AREA FURNITURE. Do not remove any furniture from the day rooms or the common area. These rooms are for you, please help keep them clean and in good repair. Abuse of these will result in closure.

VISITORS. Your guests must be escorted at all times while in the dormitory and you are responsible for their language, dress, courtesy, and conduct. **NO** guests under the age of 18, other than the military member's family, will be permitted in the dormitory unless they are accompanied by their parent(s) or legal guardian. No visitors are allowed in the dorms between 2400 and 0600 hours. See AFI 32-6005 for further guidance.

PETS. Personnel living in dormitories are authorized small fish in properly maintained aquariums not to exceed 30 gallons. You will be held financially liable for any damages caused by a broken or leaky aquarium. No other animals/reptiles are authorized in the vicinity of the quarters without the written permission of the 20 FW/CC.

HOSPITALITY/P4 ROOMS. The purpose of hospitality rooms is to allow members who will be assigned or are departing the dormitory temporary accommodations. Hospitality rooms are for the convenience of:

Unaccompanied Airmen who are neither entitled to or receiving BAH

A permanent room may be assigned to priority 4s on a space available basis if dormitory occupancy is below 90 percent. Dependents or families will not use hospitality rooms. The rooms must be left clean and ready for the next occupant. Linens and toiletries will not be provided.

Domestic (P4) may be assigned a **Priority 4** room for three (3) duty days; anything longer will require permanent room assignment pending availability.

ROOM ASSIGNMENT. Rooms are assigned in accordance with (IAW) space authorizations outlined in AFI 32-6005 and this brochure. You may not move from your assigned quarters without first coordinating an AF Form 291 (signed by your commander) and turning this form in to UHMO.

SUPPLIES. The UHMO will provide light bulbs, batteries for smoke detectors, and linens to all occupants.

LEAVE OR EXTENDED TDY. Inform an ADL or the UHMO of your intended absence and provide the name of an NCO designated by you to have access to perform normal occupant maintenance. Prior to leaving on TDY/Deployment you must complete the TDY/Deployment Worksheet (available from UHMO) prior to departure. Turn in the completed worksheet to the UHMO. Prior to leaving you must ensure your room is inspection ready. Do not turn off your HVAC system during your absence.

LIABILITY FOR DAMAGE TO EQUIPMENT AND FURNISHINGS. The individual occupant will be held accountable for his/her actions which result in damaged or destroyed property in the dormitory. If a guest of an occupant damages or destroys any government property, the individual occupant is held accountable. The cost varies depending upon circumstances encountered.

ENERGY CONSERVATION. We need your assistance in conserving energy. Keep exterior doors and windows closed during heating and cooling periods to conserve energy. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building. Do not prop interior doors open unless they are provided with magnetic or mechanical door holds that close automatically during fire alarm activation. Use normal and reasonable amounts of water; however, don't be wasteful. **DO YOUR PART TO CONSERVE ENERGY.**

HEATING, VENTILATING, AND AIR CONDITIONING (HVAC). Recommended temperature settings: heat 68F, air conditioning 78F. If you block the HVAC vents with furniture, boxes or other items, air flow is cut off and mold and mildew start to grow. If you have moisture on the HVAC outlets or on the windows during the cooling season, raise your thermostat setting a few degrees to help eliminate the problem.

ELECTRICITY. Do not leave your television or computer on unattended. Turn off and unplug small appliances whenever you are not using the item and whenever you leave the room. Turn off all lights when leaving your room.

ENVIRONMENT. 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.

HUMIDITY AND MOLD. High humidity is common in South Carolina and contributes to problems with mildew and mold in improperly ventilated and unclean dorm rooms. To alleviate or prevent these issues, you can do the following:

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.

While taking a shower, close the bathroom door to reduce moisture in your room. Leave the vent fan on for a few minutes after showering to remove the steam and excess humidity. If your vent fan does not work, contact UHMO immediately to receive a dehumidifier.

For more information related to mold prevention, visit the Environmental Protection Agency's website at <http://www.epa.gov/mold>.

SMOKING. Tobacco use (Tobacco includes, but is not limited to, cigars, cigarettes, electronic-cigarettes, stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped, or sniffed) in the dorms is strictly prohibited. These products are to be used only in Designated Tobacco Areas located throughout the base. Contact an ADL or the UHMO for locations.

DRINKING. The legal age for drinking is 21. If you are under 21, you may not drink or possess alcohol in the dormitory or your dorm room. **NO EXCEPTIONS -- IT'S THE LAW!** If you are over 21, it is illegal to serve alcohol to anyone underage. Residents that are 21 are allowed to leave alcohol in the common area but are ultimately responsible to ensure underage personnel do not consume alcohol. It is highly encouraged that personal alcohol be kept in individual rooms.

BICYCLES. Bicycles will be free from dirt and excess oil/grease if brought into the dormitory. They may be locked up at the bike racks provided at each dormitory. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged, picked up by the UHMO. To deter theft and aid in the recovery of stolen bicycles, you can register your bicycle at the UHMO. The UHMO conducts an annual bicycle inventory. Residents will be notified 30 days prior to the inventory being conducted. If a bicycle is found unregistered, the lock will be cut and the bicycle will be stored for 30 days. If the bicycle is not claimed after the second 30 days, the bicycle will be disposed of properly.

VEHICLES. Vehicle repair is not authorized in the dormitory areas or parking lots. Vehicle work shall be done at an authorized auto skills shop. Authorized minor work consists of cleaning or waxing, and air filter changes. No cleaning, washing or minor work will be done on sidewalks, grass, or seeded areas. Vehicles not operational and/or not registered are not authorized in the dormitory area, including parking lots. These vehicles will be identified to 20 SFS for disposition.

PARKING. Do not park 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 will be parked in the areas designated for motorcycle parking or normal parking spaces. Motorcycles will not be parked under dormitory stairwells or on the sidewalks.

STORAGE OF RECREATIONAL VEHICLES. Quad runners, utility trailers, boat trailers, and motorcycle trailers are not authorized in the dormitory area. Contact Outdoor Recreation Services at 895-0450 for information.

CHAPTER 3

FIRE PROTECTION

FIRE EVACUATION PLAN. A dormitory fire evacuation plan is displayed on the dormitory bulletin board showing both primary and alternate routes of escape in the event of a fire. Arrange room furniture for easy escape route.

FIRE EXTINGUISHERS. Fire extinguishers are located throughout the facilities. The fire extinguishers are for firefighting, and not for horseplay. Tampering with extinguishers; discharging, damaging, breaking the seals, etc., is a serious offense, punishable under UCMJ Articles 92 and 134, and will not be tolerated. Notify the UHMO if you notice an extinguisher is over or under charged, or has been discharged or damaged.

FIRE ALARM SYSTEMS. All occupants must evacuate the dormitory if the alarm sounds. Tampering with alarm call boxes, firefighting equipment or smoke detectors is a serious offense, punishable under the UCMJ Articles 92 and 134. The fire department and the alarm shop perform inspections of the smoke detectors. Articles will not be mounted on, attached to, or obstruct any fire protection device, wiring, or smoke detector.

FIRE REPORTING. If a fire occurs in your dormitory, immediately notify the base Fire Department at 911. Stay calm and answer all questions from the fire alarm operator. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size or extent/lack of damage.

FLAMMABLE STORAGE. Storage of unauthorized flammables in individual rooms is prohibited. The only flammable liquids allowed are for cigarette lighter refilling (one small container) or cosmetics (nail polish or polish removers).

BARBECUE GRILLS. Barbecue grills are provided for your use at various locations through the dorm campus. Personal barbecue grills can only be stored outside. Barbecue grills will be kept 50 feet from all combustibles, including the building. They should never be used under overhangs, porches, or combustible pavilions. Never use gasoline for charcoal starter. Do not store charcoal grills in your room, contact UHMO for storage of these items. Damage from barbecue grills or grease drippings are considered the occupant's responsibility for repair or cleanup.

SPACE HEATERS. Space heaters of any type are prohibited in all government facilities to include dormitory rooms.

COOKING APPLIANCES. The only appliances allowed in dormitory rooms are coffee pots, hot air popcorn poppers, and microwave ovens using less than 600 watts and 9 amps each. Coffee pots and hot air popcorn poppers must be unplugged when not in use.

COOKING IN DORM KITCHENS. Electrical appliances, such as crockpots, waffle irons, George Foreman grills, etc., can be used in all dormitory kitchen areas. These type of appliances can only be stored in the kitchen area and should be unplugged when not in use. Do not rinse/pour grease from cooking appliances down the sink, rather put them in an appropriate container and dispose of them properly. Never leave cooking unattended, especially when cooking with grease or anything that

produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance and call the Fire Department at 911. Never use water to put out a grease fire!

EXTENSION CORDS. Extension cords represent a tripping hazard, so have all cords positioned in a manner that will not pose this hazard. They will not be secured to walls, placed under floor coverings or through holes in walls/ floors, or ceilings. Extension cords must be of continuous length without splices and must be UL approved. Extension cords will not be plugged into a surge strip (aka “daisy chaining” or “piggybacking”). Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

CHAPTER 4

SECURITY FORCES

RESPONSIBILITY. The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by the 20 SFS and, when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the 20 SFS at 895-3669.

Personally owned weapons (to include air soft guns, nerf guns, bows and arrows, spears, martial arts weaponry, knives with blades in excess of 3 ½", etc) are not allowed to be stored in dormitory rooms. Kitchen knives with blades longer than 3 ½" must be stored in the kitchen area, in a sheath or a knife block, and must be secured when not in use. Items such as stun guns are prohibited. All firearms must be registered and stored at the 20 SFS armory.

CRIME STOP. Be on the watch for vandalism and promptly report it to Crime Stop at 895-1255 for fast response to report a crime in progress.

SPEED LIMIT. Speed limit in dormitory parking lots is 10 MPH.

CHAPTER 5

GOOD NEIGHBORS

OCCUPANT COURTESY. It is not easy for so many people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dormitory residents.

NOISE CONTROL. With shift workers, all dormitory quiet hours are 24 hours a day. Excessive noise is the primary complaint received by 20 SFS. Please be considerate.

PARTIES AND SOCIAL GATHERINGS. Parties and other social gatherings are permitted; however, you must take into consideration that other residents may be asleep. Please clean-up after yourself. Do not rearrange day room furniture unless you intend to put it back. Dispose of your trash properly. Please keep the noise down to a level that will not disturb those around you or other residents.

CHAPTER 6

SPECIAL CLIMATIC CONDITIONS

HURRICANES. Hurricane season for South Carolina is from June through November. Most hurricane-related activities have been recorded during August and September. The primary shelter for military personnel living on base is their assigned quarters. Personnel on duty will be released to return home as soon as it is safe to do so. 20 CES will drop off sandbags throughout the dorm campus and first-floor residents will place three sandbags outside of the exterior doors. Residents will properly store all loose, personal items that could become “projectile hazards” during the high winds associated with tropical storms/hurricanes. Emergency Management will sound any changes throughout the base using “The Giant Voice.”

TORNADOES. In the event of a tornado, residents should shelter in place. Residents taking shelter in their quarters should take cover under heavier furniture against inside walls. 20 SFS will patrol the dormitory campus and announce instructions. You should monitor radio and television stations for advice and instructions.

CHAPTER 7

MISCELLANEOUS

BUSINESS ENTERPRISES. Some businesses for profit may be conducted from your room. The Installation Commander must approve all enterprises in writing. Contact the UHMO for additional information and guidance.

SOLICITATION IN UNACCOMPANIED HOUSING. All forms of solicitation are prohibited in the dormitories. Only sales people who are personally invited to your dormitory room are authorized. In the event of unauthorized sales attempts, call the Law Enforcement Desk at 895-

CABLE TELEVISION. Cable television for your room may be obtained at your expense. Currently, Spectrum Cable is the only authorized cable provider servicing Shaw AFB. Contact them at 1-866-892-7201 to start your service. Be specific and let them know that you are a dorm resident.

RENTERS INSURANCE. Renters insurance is available in the state of South Carolina for military dormitory residents. The insurance would cover personal property and personal liability for the government's property. The Air Force does not recommend or endorse any company. It is highly advised that you obtain renter's insurance.

CHAPTER 8

SELF HELP WORK

REQUESTING SELF-HELP WORK. Self-help work in dormitories must be relatively simple and primarily for resident's benefit. The work must not generate additional maintenance or repair costs. All work requires completion of an AF Form 332, Base Civil Engineer Work Request, and coordination as directed by the UHMO. No work will be accomplished until this procedure has been followed and written approval received by 20 CES Customer Service.

STANDARDS AND SPECIFICATIONS. The standard for authorized self-help work is available through UHMO. UHMO personnel must accomplish periodic inspections while work is in progress. Inspections can be scheduled by contacting UHMO. No electrical wiring will be done except by a certified electrician. Improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable standards. When required, your room must be restored to its original configuration at your expense.

CHAPTER 9

TERMINATION OF UH

TERMINATION OF DORMITORY ASSIGNMENT. IAW AF 32-6005, the following are reasons to vacate the dorms.

- An E4 with 3 years of Time in Service
- Pending marriage within 60 days (**required to show proof 30 days after marriage*)
- Discharge from military
- Permanent Change of Station (PCS)
- Hardship approved by 20 MSG/CC
- Approved Early Release from BAH Waitlist

Orders are required to set-up termination inspections for residents getting discharged or PCSing. Notify UHMO 30 days prior to your expected termination date (short notice PCS excepted). Schedule your room termination inspection with the UHMO or an ADL.

FINAL INSPECTION. The occupant is responsible for accomplishing cleaning. An ADL and occupant will go to the room and inspect for damage, cleanliness, and inventory furnishings against the Dorm Inventory sheet signed by the resident upon move in. The occupant will correct any discrepancies pointed out before they receive their clearance paperwork. When final inspection is passed, the occupant will report to the UHMO and is given an AF Form 291, Unaccompanied Quarters Assignment Termination Record for final out processing at UHMO. BAH cannot be started without completing the room inspection and completing AF Forms 291 and 594. The UHMO office will initiate BAH and the resident's unit will initiate the BAS.

VACATING THE DORMS. Feel free to contact the Housing Management Office (HMO) across from the Main Exchange if you need assistance/information with your move out of the dorms. The HMO will provide up-to-date information about the local rental market and can assist you with applying for on-base privations housing if you are eligible.