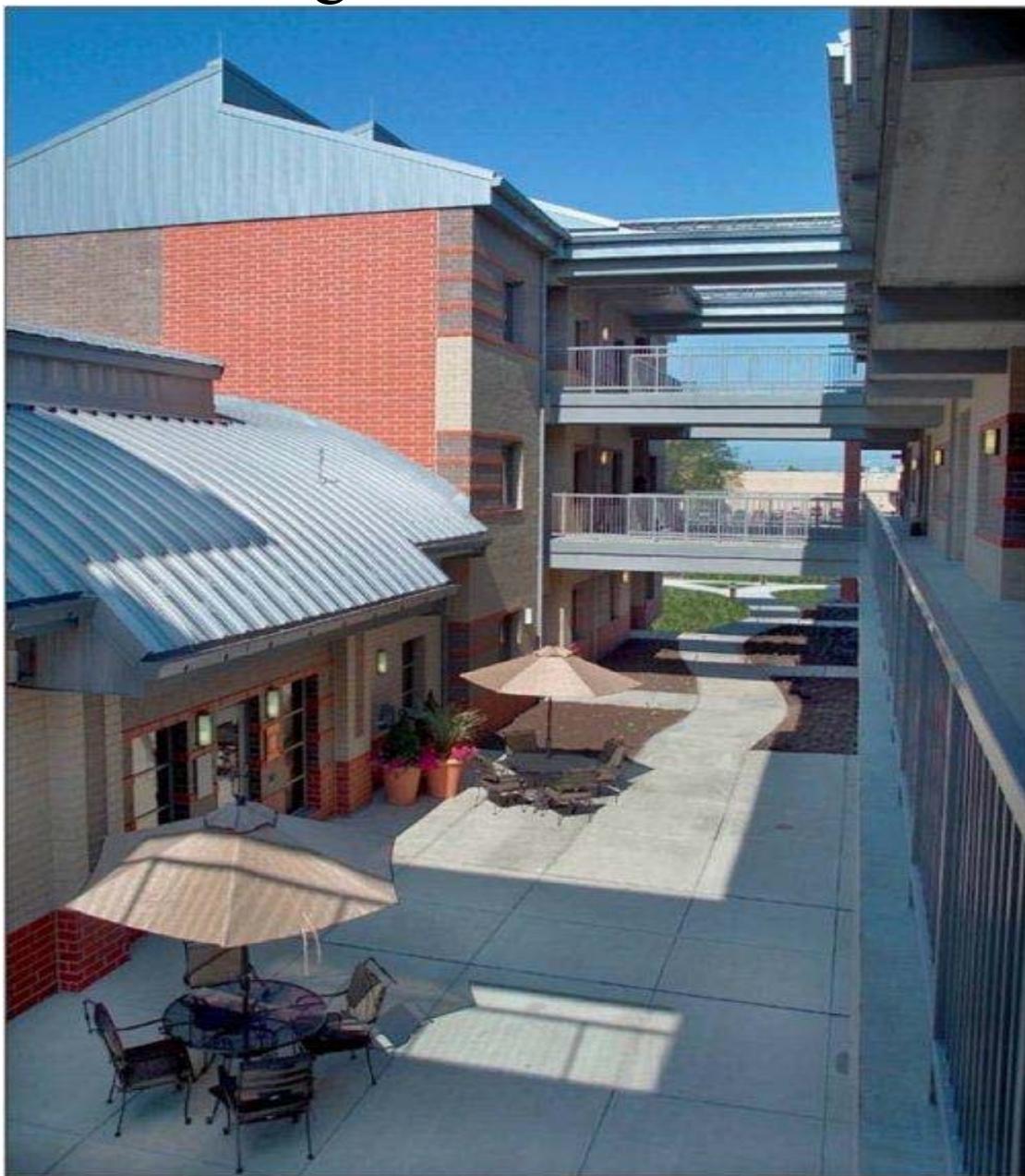


# UNNACCOMPANIED HOUSING BROCHURE

## Wright-Patterson AFB



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## UNACCOMPANIED HOUSING BROCHURE

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### INTRODUCTION

Welcome to Unaccompanied Housing! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. The following pages explain the Air Force responsibility for your home as well as what we expect from you. If you are considerate of your neighbors and treat your home as a prudent owner would, we assure you relationships in the dormitory will be enhanced at all levels. Because your home represents a substantial investment by the United States Air Force as well as all taxpayers, we must diligently work together to care for your home and property.

We ask you to acknowledge receipt of this Dormitory Brochure on the AF Form 228 when we assign your home to you or when you pick up your keys.

### SECTION A—AIR FORCE RESPONSIBILITIES

In support of your government-owned, controlled quarters, Dormitory Management will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas, and snow removal from streets.

#### Inspections

The Wing Commander, Unit Commanders, First Sergeants, Dormitory Managers and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit the dormitories to ensure that quality of life issues are maintained. **Only the Unit Commander and First Sergeant will conduct no-notice inspections on their respective unit.** Scheduled inspections will be posted in advance. Rooms will be in inspection-order prior to leaving the room each morning. The Dormitory Managers inspect rooms on a random basis. The Unit Commanders and/or First Sergeants inspect quarterly for health, safety and general cleanliness using the checklist in Attachment 2 assigning an A, B, or C rating. All rooms rated “A” exceeds standards, “B” meets standards and “C” does not meet standards. Rooms that are rated “C” must be re-inspected to ensure standards are being met and maintained. Discrepancy notices are issued when standards are not met.

### **Unit Integrity**

Rooms are assigned IAW space authorizations outlined in AFI 32-6005, and the Unit Dormitory Integrity Plan. Our goal is to keep squadrons together in the same dorm complex as occupancy allows. **Occupants may not move from assigned quarters without Dormitory Manager's approval.**

### **Room Assignments**

Only males can share bathrooms with males, and females with females. Quad dorms are either all male or all female. Rooms will be terminated by contacting your Dormitory Managers for a pre-inspection NLT 30 days prior to your departure. Final inspection will be scheduled 3 duty days prior to your final out processing appointment at the MPF. Dormitory out-processing/cleaning standards are presented at pre-inspection and may be obtained from the Dormitory Managers. On the day of final inspection, all personal property must be removed from the room. Room will be cleaned and then inspected by the Dormitory Managers. BAH will not start until you have cleared the dormitory. If you are separating, your final paycheck will not be cleared for processing until the AF Form 594 from the Dormitory Manager's office is received at military finance. **(Dormitory Managers must be notified of all personnel being discharged to ensure clearance.)**

### **Student Policy**

Students will not socialize or be assigned with permanent party personnel per AFI 41-105/Consolidated Training Plan (CTP). Pipeline students in building 1243 are here on training status and are not allowed to socialize with permanent party residents.

### **Bay Orderly Program**

Residents are required to perform bay orderly detail in one-week increments on a recurring basis. Schedules are published in advance. Only First Sergeants or Dormitory Managers may authorize release from bay orderly duties. All appointments must be cleared through Dormitory Management. A copy of the schedule is given to all First Sergeants. Residents will be notified of the detail by e-mail or Dormitory Management the week prior to reporting for bay orderly. Units with residents who terminate their occupancy are still required to provide a bay orderly to substitute for the airmen listed on the current schedule. The duty hours for bay orderly duties are **0730-1630** hours Monday to Friday. The duty uniform is PTU's unless otherwise directed by the Dormitory Managers. All bay orderlies will report and sign in at the Dormitory Management office each day of the detail and be released by Dormitory Management upon completion.

### **Initial Inspections**

A dormitory representative, with your assistance, will make an initial inspection of the room. All discrepancies with the room will be documented on AF Form 228, *Quarters Condition Inspection Report*. Dormitory Management will retain copies of this report. Any additional items noted by the occupant must be submitted in writing and received by Dormitory Management within 15 calendar days of occupancy. If additional documentation is not received by Dormitory Management within the 15-day period,

management will consider the property to be in acceptable condition and suitable for occupancy.

### **Maintenance and Repairs**

The Civil Engineer has the primary responsibility for maintaining your home. Maintenance and repair is accomplished by a Dormitory Maintenance Contractor. To request repairs, the telephone number is **937- 257-0377**. There are three categories of service: emergency, urgent, and routine. The category determines when you can expect the service to be scheduled:

<b>Service Call</b>	<b>Response Time</b>	<b>Defined As</b>
<u>Emergency</u>	<b>Within 15 minutes to 1 hour or Within 15 minutes to 4 hours</b>	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
<u>Urgent</u>	<b>Within 1 day</b>	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
<u>Routine</u>	<b>Within 3-15 days</b>	Work of a routine nature that does not meet the criteria of emergency or urgent.

### **Refuse Collection and Disposal**

Place room trash and garbage in the dumpsters provided. Exterior garbage cans are provided and used for minor trash; not room trash. All personal garbage is to be taken to the dumpster, and thrown out with your room trash. Do not place trash on balconies or stairwells. Identifiable personal room trash found outside rooms or in the dayrooms (community rooms) will be returned to the owner and First Sergeant will be notified. Utilize the recycling dumpster in 1215/1216 parking lot. There are also recycling bins located throughout the buildings. Do not place any trash where recyclables belong.

### **Lockouts**

The Dormitory Managers keep a master key to all rooms. If locked out, contact them in person during duty hours (0730-1630). **If after duty hours or on weekends, contact the appropriate Dormitory Chief(s).** If the Dormitory Chief cannot be contacted, or does not respond in one (1) hour, call the number posted on main entry doors. If locks, keys or cores to locks need to be replaced due to loss, theft or damage, residents may be charged for labor and replacement cost. No occupant shall allow another person to possess his or her room key without giving the Dormitory Managers prior notification.

### **Grounds Care**

The government provides mowing of the grass areas. Residents will accomplish weed eating and garden care.

### **Snow Removal**

The government will provide snow removal to major streets and entryways. Residents are responsible for sidewalks and balconies.

### **Washer and Dryer**

Service washers and dryers are provided and are assigned by serial number to all laundry areas. **Laundry left unattended over 24 hours will be given to Dormitory Management. Laundry will be held for 72 hours after which time it will be disposed of and/or donated.** Do not wash/dry clothing or other materials soiled with motor oil, paint, etc. Do not dye clothing or other materials in washers or dry previous dyed items in dryers. When finished washing leave door open so the washer can air out. Check and clean lint traps in clothes dryers before or after each operation. Do not place plastic articles in the dryer. If you have problems, call **937-257-0377** for repairs. Please do not attempt repairs or adjustments yourself.

### **Appliances**

Service ranges, refrigerators, dishwashers and microwaves are provided and are assigned by serial number to all rooms and kitchen areas. If you have problems, call **937-257-0377** for repair. Please do not attempt repairs or adjustments yourself.

### **Privately Owned Appliances**

The only small appliances authorized in dorm rooms are: crock pots, coffee makers and toasters. These items should be used on a non-combustible surface (counter top).

### **Supplies**

The purchasing of specific room cleaning supplies is the responsibility of the residents; Vacuums are available for checkout from the Dormitory Office.

### **Mail Boxes**

Mail boxes are numbered the same number as the assigned dormitory room. Once assignment has been completed you must go to the postal service center to obtain your combination. If you have any problems with your assigned mail box, report it to the Dormitory Managers.

### **Locations:**

**1212, 1213, 1215, 1216 First Floor Dayroom/ 1218 Front Exterior Breezeway**

Notify the post office of a forwarding address when you out process or deploy to ensure mail is delivered in a timely manner.

**Mailing addresses:**

5535 Hemlock St. building 1212 room # \_\_\_\_\_ WPAFB, OH 45433-5413  
5486 Buckeye St. building 1213 room # \_\_\_\_\_ WPAFB, OH 45433-5413  
5518 Buckeye St. building 1215 room # \_\_\_\_\_ WPAFB, OH 45433-5413  
5571 Hemlock St. building 1216 room # \_\_\_\_\_ WPAFB, OH 45433-5413  
5627 Redwood St. building 1218 room # \_\_\_\_\_ WPAFB, OH 45433-5413

**SECTION B—RESIDENTS RESPONSIBILITY****Social Visits**

Residents are responsible for all guests while they are in or around the dormitory complex. Guests must be escorted while in the dormitory at all times. You are responsible for their language, dress, courtesy and conduct. No guests will be left unattended. No guests, under the age of 18, will be permitted in the dormitory, other than the member's immediate family and overnight guests are not authorized. Guests must leave the dormitory area if asked by the Dormitory Managers, First Sergeants, Commanders or Security Forces.

**Leave or Extended TDY**

If dormitory quarters are unoccupied for an extended period of time (over 15 days) you must make sure your room is in inspection order prior to your departure. Also, inform your Dormitory Managers of your extended absence and if needed, provide them the name of the person you designated to perform normal occupant maintenance. If you request to do so, your Dormitory Manager may check on your dormitory quarters.

**Liability for Damage to Equipment and Furnishings**

Damages to quarters beyond reasonable wear and tear are your responsibility. Repairs and replacements must meet Air Force standards. Your Dormitory Managers will provide a date your repairs or replacements are to be corrected. For damages not corrected within the time allowed, the Air Force may elect to make the repairs and bill the resident.

**Notice of Defects**

Residents should promptly notify the Dormitory Managers during duty hours whenever the structure or the equipment of any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. If your Dormitory Managers cannot be reached, the Dormitory on call person can be notified by calling (937) 673-6266. Members residing in the dormitories shall be held liable and accountable for loss or damage to dormitory, equipment or furnishings caused by the abuse or negligence of the member, or the member's guests.

**Insurance**

We encourage you to consider buying commercial insurance (renters insurance) to cover your personal liability for Government property and your personal property if you have a major loss while residing in the dormitories. Renters insurance should clearly include personal liability coverage for loss or damage to dormitory, furnishings, and equipment. You may be able to obtain only liability coverage for Government property without insuring your personal property. The Dormitory Management office can inform you about replacement value of your dormitory room, based on net square footage and grade, authorized by public law. The Dormitory Management office or Staff Judge Advocate office can answer specific questions.

**Energy Conservation**

As a dormitory resident, we need your assistance in conserving energy. There are fewer dollars for dormitory repairs and upkeep available. The rising utility costs require us to use good judgment and do what is prudent and practical to conserve utilities.

**SECTION C—CARE OF INTERIOR****Floors/Carpets**

Floors/carpet should be cleaned/vacuumed weekly. This is to ensure there is no buildup of debris in corners, on baseboards or behind doors also, it prevents any buildup of debris which could cause damage to carpet fibers and to maintain overall appearance. Remove any spillage and spot clean immediately to prevent permanent staining. Any damages caused by misuse, abuse, burns, etc., may be chargeable to occupant.

**Walls**

Residents must keep walls clean and maintained in good repair. Use mild soap and water to keep walls clean. Do not apply adhesive-backed materials, wallpaper or decals on walls, windows, doors or furnishings as these cause damage upon removal. The use of nails; thumbtacks or picture hangers are authorized and must be removed prior to termination.

**Sinks/Countertops**

Fixtures are to be free of dirt, mildew/mold and water spots. Do not dispose of grease in the sink as this may cause the drain to become clogged. Do not place hot utensils on countertops as this may cause permanent damage. Report any leaks to Dormitory Management immediately.

### **Refrigerators**

Clean shelves, drawers, metal, interior/exterior door strips and sides removing any food residue or splatters. Defrost the freezer once a month unless needed more frequently. Do not use sharp instruments to remove frozen ice or debris. This may cause puncture damage to the coils or insulation which can result in charges being assessed for the repair or replacement.

### **Microwaves**

Must be free of splatters and kept clean both inside and out at all times. When using the microwave, never leave it unattended.

### **Bathroom Area**

This entire area must be cleaned on a weekly basis, as a minimum. Resident will clean shower enclosures, tiles, curtains, floors and commodes with a cleaner designed specifically for these areas. Do not use steel wool or rough cleaning pads that can scratch surfaces. There should be no soap residue left on any surface. If stains will not come off of shower curtains, contact Dormitory Management for a replacement.

### **Living Area**

Residents are responsible for the appearance and cleanliness of assigned rooms and all common areas. Clean all interior/exterior doors to include the frames and thresholds. Rooms must always be maintained in a clean and orderly fashion.

### **Bedroom/Linen**

At assignment, residents may either use government furnished linen or purchase their own. The occupant shall return clean serviceable and unserviceable linen to the Dormitory Management office at termination of quarters. Beds will not be slept in without linens and mattress pad. If mattress becomes soiled, residents will be accountable and may be charged for replacement cost. Clean clothing must be neatly stored in wall/wardrobe lockers or drawers. Dirty clothing will be placed in laundry bags or other suitable containers.

### **Furniture**

All furniture will be kept clean and used only for its intended purpose. **Waterbeds are not authorized.** All furnishings will be appropriately arranged in rooms and common areas to provide proper egress in case of fire/medical emergency/evacuation. Any missing or damaged items will result in charges to the resident. No items, chairs, tables, etc. will be left in the exterior pathway of resident's rooms that would impede evacuation in case of fire.

### **Windows**

Clean inside and outside windows, tracks and windowsills. Do not attach stickers, tape or any other adhesive material to windows except to attach appropriate holiday decorations. Shift workers may post an authorized "shift worker" notice. **Do not attempt to remove window screens as this will cause damage which will result in repair/replacement charges.** Report any damage or missing screens to Dormitory Management for repair or replacement. Windows in building 1218 are made of bomb resistant materials and installed in such a way as to prevent the removal of windows or screens.

### **Dayroom/Community Rooms**

These rooms are for all residents and must be kept clean and in good repair. Dormitory residents are not allowed to remove any furniture from the dayrooms. Any person found with dayroom items in their personal room (furniture, electronics) will be dealt with appropriately for theft of government property. If dayroom furnishings are damaged, dayrooms will be locked down pending investigations or repair. Failure to keep the dayrooms in good repair will result in dayroom closure. **Any damages to dayroom furniture must be reported to the Dormitory Managers the following duty day.**

### **Room Decorations**

Personal decorations must be neat and in good taste. Material which reflects or causes violence, hatred, or disrespect toward any ethnic, racial or religious groups, members of gender, the armed services or flag of the United States is prohibited. Pornography and pictures of scantily clothed persons, either male or female, are offensive to many. The Dormitory Managers, Unit Commanders and/or First Sergeants have the discretion to determine what is and are not offensive and may prohibit any item he or she finds unacceptable. If material is offensive to anyone, it is considered inappropriate. Picture frames are not required. Decorations may only be placed in windows and on doors when they are consistent with an upcoming holiday theme.

### **Self Help Improvements/Repairs**

Residents are welcome to personalize their rooms to make it comfortable and feel at home. All projects should improve living conditions and will be maintained without generating additional maintenance or repair costs to the government. **No electrical wiring work is authorized.** All self-help projects must be removed prior to termination and the area must be restored to its original configuration at resident's expense.

### **Holes**

Small holes from nails, thumbtacks or picture hangers are not required to be filled upon termination. Larger holes will be repaired at the expense of the resident.

**Telephone Installation**

Cable and Phone Connections: during your stay here in the dormitory, you may establish telephone and cable service in your dormitory room. Installations must be done during duty hours (M-F 0730-1530). Do not schedule install on weekends or federal holidays. Once you establish service, any financial obligations are your responsibility.

If a repairman for either the telephone or cable requires access to your room for service connection, it will be the occupant's responsibility to be present on the specified day.

**SECTION D—FIRE PROTECTION****Fire Briefing**

You will be scheduled for the next available Fire Prevention Briefing upon arrival. This is a **mandatory** appointment for all dormitory residents and must be attended **within 30 days** of assignment to the dormitory. No-shows will be reported to your First Sergeant and Commander.

**Fire Reporting**

If a fire occurs in your dormitory, immediately notify the Fire Department. If calling from **on-base dial 911**; if calling from a **cell phone dial 937- 257-9111**. Give the fire dispatcher your name, dormitory number and street address. Do not hang up until you are told to do so. **All fires must be reported.**

**Fire Evacuation Plan**

A dormitory fire evacuation plan is posted on the bulletin board of each building. Treat every fire alarm as if it were the real thing. **DO NOT tamper with alarms or fire extinguishers in the building.** Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. Evacuation is mandatory when the alarm is activated or when told to do so by emergency personnel. Failure to immediately evacuate can result in punishment under the Uniform Code of Military Justice.

**Assembly Points are as follows**

The assembly point in case of a fire is on the Jarvis Track. Remain there until the Fire Department or the Dorm Managers tell you that it is safe to return to the building.

### **Smoke Detectors/Fire Extinguishers/Sprinklers**

An inspection of smoke detectors should be performed at the initial inspection of your quarters. You are required to perform an operational test of the detector periodically, preferably once a month. **Do not touch the sprinklers in the dormitories.** They are sensitive pieces of equipment and **will cause extreme water damage** if set off. You will be held liable for any and all damages caused by negligent behavior. Fire extinguishers are located throughout your dormitory. The fire extinguishers are for firefighting use only. Notify your Dormitory Managers if you notice an extinguisher is over or under charged, or has been discharged or damaged.

### **Flammable Items**

Flammable or corrosive materials (**i.e., gasoline, charcoal lighter fluid, motor oil, oil-based paint, spray paint, candles or fireworks**) of any kind are **prohibited** to be used or stored inside of dormitory rooms. The only exceptions are cigarette lighter fluid and cosmetics (nail polish or remover).

### **Grills**

Personal portable charcoal, gas broilers or grills are not allowed in or around the dormitory facilities. Government furnished grills are located in the courtyards between buildings 1212 & 1213, 1215 & 1216 and the center courtyard of building 1218. Grills should be emptied of used coals after each use, ensuring used coals are completely extinguished (soaked where necessary) prior to disposal. Used coal containers are provided for disposal and located in each courtyard.

### **Fire Pits**

The knob to turn on the fire pit is located in the clear plastic box. It takes approx. 15 seconds to ignite. Operates on a timer, will shut off on its own. Be sure to switch it off after you are done using it. **Be responsible!** Do not place anything in or around the flames. If there is a fire emergency, gas leak, etc. call the FIRE DEPARTMENT. 937-257-9111. Once you notify them, be sure to call the Dorm Manager on call. If something does not seem to be working properly, or if you need assistance that is not an emergency you can call your building's Dorm Chief, and they will let us know.

### **Cooking Appliances**

**Never leave food unattended.** If you have a cooking fire, cover the burning pan with a lid, turn off the appliance, and call the Fire Department. **Never use water on a grease fire! Do not attempt to move the pan!** Clean kitchen exhaust fan filters often to prevent accumulation of grease.

Crock pots can be left unattended on high if the resident is returning within 4 hours, on low if returning within 9-10 hours. After those time frames food will cook down and begin to burn. **Hot plates, toaster ovens or any appliance that has an open flame or heating element is prohibited.** George Foreman grills and Pizazz are only authorized for use in the dormitory kitchen areas.

### **Extension Cords**

IAW WPAFBI 32-2001, **extension cord use in the dormitory is strictly prohibited.**

Surge protectors with circuit breakers are authorized provided they are used in accordance with their UL listing and their current rating is not exceeded.

### **Housekeeping**

Please do not let trash accumulate in closets, under beds, storage areas, in walkways, outside of rooms or near any type of heater.

## **SECTION E—SECURITY**

The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area by Security Forces personnel is accomplished on a routine basis, and when notified, they will investigate incidents.

### **Crime Stop**

For fast response to a crime in progress, dial **911** from on-base telephone; if using a cell phone dial **937-257-9111**.

### **Vandalism**

Vandalism within the dormitories, although not a large problem, is nevertheless very costly. Vandals are subject to action under the Uniform Code of Military Justice (UCMJ). Please report any known vandalism to the Dormitory Managers or First Sergeant immediately. Failure to report damage you have witnessed or have knowledge of is also an offense subject to action under the UCMJ.

**NOTE:** Contact your Dormitory Managers to clarify any areas in question.

### **Parking**

All vehicles will be parked only in authorized areas. There is **no parking on sidewalks, landscaped areas or grass**. Do not park in a crosswalk, fire lane, or within 15 feet of a hydrant. **NOTE:** Vehicles not operational and unregistered are not authorized in the dormitory area and will be reported to Security Forces. Please notify the Dormitory Managers if you have a vehicle and are deploying. Failure to do so could result in your vehicle being towed in your absence. **DV parking is for Distinguished Visitors ONLY.**

### **Recreational Vehicles**

Storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc., should be stored in an authorized storage location. Lots can be obtained through Outdoor Rec at (937) 257-5327.

### **Firearms and Weapons**

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 or personally owned vehicles. Any weapons designated to explode or to propel a projectile (BB, pellet, bullet, paintball, and bow/arrows, etc.) whether by air, carbon dioxide, or gun powder is prohibited. **All firearms will be registered and stored at the Security Forces Armory.**

Silencers for weapons, sawed off shotguns, shooting pens (fountain pens, automatic pencil type pens or other cartridges capable of discharging tear gas or other unlawful propellants) or any weapon capable of discharging chemical agents other than authorized dispensers are unauthorized.

Ice picks, daggers, brass knuckles, knives, switchblade knives, or a butterfly knife with a blade exceeding 3 inches in length are prohibited. Any and all weapons found will be confiscated and given to Security Forces and is punishable under the UCMJ Article 92.

### **Alcohol/Drugs/Smoking**

#### **Underage Drinking (must be 21)**

If you are under 21, you are not authorized to possess or consume alcoholic beverages. Airmen in student status are not authorized to possess alcoholic beverages unless over 21. **NOTE:** You must control the consumption of alcoholic beverage if underage personnel reside in your module. Airmen in student status, regardless of age are not allowed to have alcohol in their rooms. **If you live in the four rooms to a kitchen dorm then no alcohol is allowed in the common area unless everyone in the mod is over 21 years of age.**

#### **Drugs**

Possession and/or use of any controlled substance, or any drug not available without a prescription and or medical authorization for an individual is prohibited. Personal prescription drugs must be clearly labeled and current. The Unit Commander, First Sergeant or law enforcement officials will investigate any and all questionable drugs.

#### **Tobacco/E-Cigarette/Vaping**

**Per DODI There is no Tobacco Usage inside the dormitory facilities.** Tobacco is only allowed in designated smoking areas located outside. Smoking or smoking products, like ashtrays, are **prohibited** inside your room, bathrooms or common areas. Smoking violations will be reported to your First Sergeant.

**Deployment**

IAW AFI 32-6005, residents will retain room assignments during deployment. Rooms will be inspected weekly to ensure government and personal property is free from damages due to local climatic conditions, insects and intrusion. Members who will become eligible for BAH during deployment may make arrangements in advance of their departure to terminate room assignment while deployed with approval from the Unaccompanied Housing Manager. While deployed, residents must park their vehicles in the area designated by the Dormitory Managers to facilitate snow removal and parking lot maintenance during your deployment. **Residents must out-process through the Dormitory Managers prior to deployment.**

**Tornado Procedures**

Tornadoes are a real possibility in Ohio and everyone must know how to protect themselves in case of a tornado. Consequently, it is important to know the difference between a “Tornado Watch” and “Tornado Warning”.

“**Tornado Watch**” means conditions are right for tornado activity. Whether you seek shelter is up to you; however, we strongly encourage you to do so during “watch” conditions due to outdoor hazards and the unpredictability of tornadoes.

“**Tornado Warning**” (usually accompanied by a 3-5 minute steady tone on the base siren system) means that a tornado has been sighted somewhere nearby. Take cover immediately.

**If directed to take cover during a tornado, the Assembly Points are as follows:**

**Dormitory 1212, 1213, 1215, & 1216:** First, Second and Third floor will go to your bathrooms. .

**Dormitory 1218:** First, Second and Third floor will go to your bathrooms.

**Shelter in Place**

In the event of a chemical or biological hazard, you may be directed to “Shelter in Place”. Shelter in place for all dormitory buildings will be your bathroom. You are required to close the door and block air from entering underneath the door with a towel or similar item. Sink and shower drains should be stopped up and covered with a thick wet towel. Remain in place until you are given an all clear.

**SECTION F—GOOD NEIGHBORS****Occupant Courtesy**

It is not easy for 100 or more people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dormitory residents.

### **Quiet Time**

**There is a 24-hour quiet time** and it will be observed throughout the dormitory area. If stereo or other noise can be heard outside the room or through the walls, it's too loud.

### **Noise Control**

Excessive noise is the primary complaint received by Security Forces. Many Air Force personnel work shifts and are sleeping during the day. Please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do. Please keep the volume down; excessive stereo and television volume is very disruptive.

### **Parties and Social Gatherings**

Parties and other social gatherings are permitted; however, you must also take into consideration that other dormitory residents may be asleep. The noise must be at an acceptable pitch or volume so as not to disturb those around you or the other residents. You are required to clean up after yourself. Dispose of your trash properly. Do not rearrange dayroom furniture unless you put it back before leaving the room. Do not remove dayroom furniture from the dayrooms.

### **Pets**

**The only pets allowed in the dormitories are fish.** Students should not acquire fish while residing in the dorms, unless remaining here permanent party. Aquariums should be kept clean. The occupant further understands that any damage caused to the unit by the aquarium is their responsibility.

## **SECTION G—COMMUNITY/RESIDENTUAL ACTIVITIES**

### **Business Enterprises**

Some businesses for profit may be conducted from your home. Send a written request describing the business to the Installation Commander through the Dormitory office. Contact the Dormitory Managers office or legal office for additional information and guidance.

### **Solicitation**

Solicitation, fund raising, scout activities, school sales, etc., require prior approval by the commander.

## **SECTION H—TERMINATION OF UNACCOMPANIED HOUSING**

### **Giving Notice**

We require a 30 day notice of your vacating date (short notice PCS accepted). When you know you are leaving, please do not wait for orders to call or visit the Dormitory Managers office for departure arrangements. If you notify us promptly, we can schedule your pre-final and final inspection at your convenience and ours. Remember to ask us about relocation assistance for Unaccompanied Housing, Family Housing or Community Housing at your next location.

### **Pre-Final Inspection**

This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection a dormitory representative identifies normal maintenance to be accomplished and identifies damages above normal wear and tear. The representative will provide a cleaning checklist and can discuss your individual cleaning needs.

If you will be unavailable at your final inspection, notify the dormitory office in advance. They will provide guidance, but remember **you are solely responsible for your final clearance from unaccompanied housing.**

### **Final Inspection**

This is a "white glove" inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pre-termination inspection. If you fail your final inspection, contact the dormitory office (telephone **257-0377**) as soon as possible to reschedule a re-inspection when the inspection schedule permits.

# ATTACHMENT 1

## Frequently Called Numbers

Dormitory On-Call 937-673-6266

### EMERGENCY NUMBERS

Fire 911/ (937) 257-9111  
 Ambulance 911/ (937) 257-9111  
 Security Forces 911/ (937) 257-9111  
 Chaplain (937) 257-7427  
 Chaplain After Duty Hours Cell (937) 974-6077  
 Hospital Emergency (937) 257-2969 or 7-3203

### ROUTINE NUMBERS

Adapt (937) 257-4121  
 Airman & Family Readiness (937) 257-3592  
 Billeting (937) 257-3810  
 BX Barbour Shop (937) 879-5171  
 BX Theater (937) 257-4697  
 Chaplain (937) 257-7427  
 Command Post (937) 257-6314  
 Commissary (937) 257-2060  
 Dorm Management (937) 257-0377  
 Dorm Management after Duty Hours (937) 673-6266  
 Dorm Superintendent (937) 257-8160  
 Employee Assistance Program (937) 656-5388  
 Family Advocacy (937) 257-6429  
 Family Support (937) 257-2910  
 Health & Wellness Center (937) 904-9355  
 Hope Hotel (937) 257-1285  
 Hospital ER (937) 257-2969 or 7-3203  
 Legal Assistance (937) 257-6142  
 Lemon Lot/ Arts & Crafts (937) 257-7025  
 Mental Health (937) 257-4121  
 Military Pay payhelp@wpafb.af.mil  
 Military Personnel (937) 257-2547  
 Pass & ID (937) 257-6506  
 Security Forces/ Non-Emergency (937) 257-6516  
 Sexual Assault Response Coordinator (24/7) (937) 257-7272  
 Suicide Prevention Line Off Base (24/7) (937) 229-7777  
 Transportation Management Office (TMO) (937) 257-6222 or 7-2153  
 1-800-222-0364

**DORMITORY ROOM INSPECTION NOTIFICATION**

From: First Sergeant // Commander // Supervisor // Dormitory Leaders  
 Subject: Dormitory Room Inspection Results

Date:

To: \_\_\_\_\_  
 (Service member)

1. Your room was inspected today. The following discrepancies, indicated by check marks, were found:

**A. SUITE COMMON AREA**

Floor/walls not clean	
Walls/ceiling dirty or has cob webs	
Light bulbs inoperative	
Cabinets dirty	
Table & Chairs not clean	
Closet not neatly arranged	
Vacuum canister not cleaned out	
Countertop not clean	
Sink/Sink fixtures not clean	
Vents not clean	
Other-	

**B. STOVE/MICROWAVE**

Exhaust fan above stove dirty	
Interior not clean - Stove/Microwave/Both	
Exterior not clean - Stove/Microwave/Both	
Other -	

**C. REFRIGERATOR/FREEZER**

Spoiled or unsanitary food items	
Interior/door seal not clean	
Rear coils dirty	
Exterior dirty	
Other-	

**D. BATHROOM/SHOWER**

Toilet dirty	
Floor/Walls/Cabinet not clean	
Shower door/ Track not clean	
Tub shelving not clean	
Tub not clean	
Ceiling dirty, marked or has cob webs	
Other -	

**E. ROOM DISCREPANCIES GENERAL**

Carpet not clean or stained	
Walls not clean / cob webs	
Ceiling not clean / cob webs	
Furniture dusty / Not clean	
Waste baskets not emptied or unclean	
Clothing left out/not properly arranged	
Bulky items not stored properly	
Room cluttered or not neatly arranged	
Footwear not neatly arranged	
Valuables not secured	
Odor in room	
Sink / Fixtures not clean	
Vanity not clean or not neatly arranged	
Mirrors not clean	
Medicine Cabinet not clean	
Window Frame / Sill not clean	
Offensive pictures / posters displayed	
Other -	
Other -	

**F. FIRE/SAFETY HAZARDS (Automatic Failure)**

Candles/Incense burned	
Drug Paraphernalia	
Flammables/HAZMAT	
Weapons of any type	
Door/Window unlocked	
Smoke Detectors blocked/removed	
Improper extension cord use/ overloaded	
Other -	

- A = Outstanding, 0 Write-Ups
- B = Excellent, 1-2 Write-Ups
- C = Satisfactory, 3-4 Write-Ups
- F = Unsatisfactory, 5+ Write-Ups

**Take immediate action to correct the discrepancies.  
 Your room will be re-inspected on \_\_\_\_\_.**

**Notes:**

12Sep17