

DORMITORY RESIDENT
BROCHURE



SPACE & MISSILE CENTER
LOS ANGELES AIR FORCE BASE, CALIFORNIA



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 61ST AIR BASE GROUP (AFMC)
LOS ANGELES AIR FORCE BASE, CALIFORNIA

Dear Unaccompanied Housing Occupant

Welcome to Los Angeles Air Force Base. As a new resident, we anticipate you will find your new home a comfortable place in which to live and one where you can truly feel proud to be a resident. We are glad to have you with us and hope your stay will be pleasant.

Please read this pamphlet carefully and pay particular attention to energy conservation as detailed in Chapter 2. It is vital that all installation residents become involved in keeping our utility consumption as low as possible.

As a resident of a dormitory, you should always be aware of your responsibilities. If you are considerate of your neighbors and treat your home as if you are the owner, relationships will be enhanced at all levels. Please join us in maintaining an attractive appearance in the dormitory area by keeping your area neat.

We sincerely hope you will feel comfortable and secure here and that you will enjoy your tour at Los Angeles Air Force Base

Sincerely

Housing Manager

1 April 2002

Civil Engineering

DORMITORY RESIDENT BROCHURE

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This pamphlet does not apply to the Air Force Reserve and Air National Guard.

This pamphlet is a comprehensive guide to dormitory living and is to be kept in your dormitory room. Please read and refer to it so you will be aware of the policies and procedures you are expected to follow. It was developed to familiarize you with Los Angeles AFB dormitory standards. Your knowledge and compliance with these standards will make your stay with us pleasant and comfortable. We are committed to uphold these standards equally among all residents. Any complaints of unequal treatment must be immediately referred to your First Sergeant or Commander.

We all need to be well rested and in good health to accomplish the mission of the Space and Missile Systems Center. When there many people living in close proximity, it is imperative to ensure a safe, healthy and clean living environment. If situations arise that are not addressed by this pamphlet, or if you have any questions or concerns, please bring them to the attention of the Dormitory Management Office or your First Sergeant.

This brochure defines Air Force, Dormitory Management Office (DMO) and occupant responsibilities regarding military unaccompanied housing.

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CHAPTER 1

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 unaccompanied housing (UH).

The Dormitory Management Office (DMO), located at 2400 Pacific Avenue (Building 33), is open from 0700-1600, Monday through Friday. Any questions concerning dormitory living may be directed to them at 363-8345.

1.1. Initial Inspections. Upon assignment, a DMO representative will escort you to your room and perform an initial inspection with you. At this time, all discrepancies with the room, furniture and appliances should be identified and documented on Quarters Condition Inspection Report and AF Form 228, Furnishings Custody Receipt and Condition Report.

1.2. Appliances. Ranges, refrigerators, and dishwashers, if installed, are government-furnished and serviced. They are assigned by serial number and verified at initial and final inspections. Appliances will not be removed or exchanged without prior approval of the DMO. If you have problems with any appliance, immediately notify the DMO.

1.3. Maintenance and Repair. The Base Civil Engineer (BCE) has primary responsibility for ensuring performance of maintenance to your room and dormitory. If maintenance is needed, follow the procedures below:

1.3.1. For routine or urgent maintenance: Contact the Dormitory Management Office (DMO) at 363-8345, Monday through Friday, 0700 -1600.

FOR EMERGENCIES ONLY: During duty hours, call 363-8367. Nights, Weekends, and Holidays, contact the Command Post at 363-2353

1.3.2. Work Order Response Times.

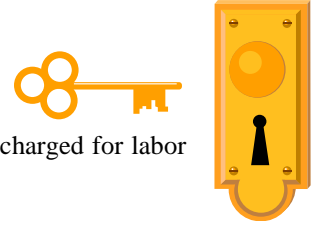
1.3.2.1. Emergency work order requests should be responded to within 30 minutes during normal duty hours and two (2) hours during non-duty hours. Some examples of emergencies are a structural, utility or mechanical problem that could cause loss of life or property or serious damage affecting health, safety, security or mission. Complete utility failure (electricity, gas, water, or sewage) is also considered an emergency.

1.3.2.2. Urgent work orders are normally completed within 5 work days and will be performed from 0730-1545. Completion may take longer pending receipt of materials. An example of an urgent work order is a backed-up toilet when there is another toilet available.

1.3.2.3. Routine work orders will be annotated by DMO and will be accomplished within 30 calendar days after identifying the requirement. Completion may take longer pending receipt of materials. Some examples are minor faucet leaks, broken wall locker doors or shelving, repair of interior walls or any item pertaining to appearance.

1.4. Insect Control. Insects, other than ants, are usually not a problem in our climate; however, you are expected to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage 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 insect infestation occurs that is beyond your control, call DMO at 363-8345.

1.5. Lockouts. If you lock yourself out of your room during duty hours, 0700-1600, contact the DMO, or after duty hours/weekends, call your First Sergeant. Lost keys will be replaced with approval of the Unaccompanied Housing Manager. If locks or cores to locks need to be replaced, you may be charged for labor cost or replacement.



1.6. Storage of Personal Household Goods. If your household goods will not fit into your room, you may be entitled to non-temporary storage at government expense. You must request this service as soon as possible, but no later than 30 days after quarters are assigned. Some restrictions apply. Contact the DMO for further information.

1.7. Reimbursement of Moving Expenses. If you are directed by the government to move from your quarters to different accommodations, you may be entitled to a government-paid move and receive partial Dislocation Allowance (DLA) for the cost associated with reconnecting your telephone and cable television. Before your move, contact the DMO for further information.

1.8. BAH Waiting List. You may place your name on the BAH Waiting List at the DMO if you desire to reside off base and collect BAH. When the dormitory occupancy rate indicates there will not be adequate housing for all members in grades E1-E4, the Housing Office may offer single-rate BAH to an appropriate number of personnel on the BAH Waiting List.

1.8.1. The BAH Waiting List is maintained in order of rank and then by date of rank.

1.8.2. If a member on the BAH Waiting List is authorized to receive BAH, he/she has 30 days from notification to clear the dormitory room or the authorization then becomes null and void.

1.8.3. If a member is offered BAH the second time and does not clear quarters within 30 days, the member will be removed from the list and may not reapply until after 90 days.

CHAPTER 2

OCCUPANT RESPONSIBILITY DORMITORY STANDARDS AND POLICIES

2.1. Dormitory Room Assignment and Termination. Rooms are assigned in accordance with AFI 32-6005. You may not vacate your assigned quarters without approval of the DMO. You must contact the DMO to schedule pre-final and final inspections 30-60 days prior to your departure. (Refer to Chapter 9.)

2.2. Occupant Damage. Damage to quarters beyond reasonable wear and tear is your responsibility and should be immediately reported to the DMO. You have the option of repairing the damage yourself or paying for the repairs. Repairs and replacements performed by occupants must meet Air Force standards. The DMO will provide you with a deadline for repairs or replacements. For damages not corrected within the time allowed, the Air Force may elect to make repairs and bill you. The DMO can fully explain your options for repair or replacement of damaged items or the methods of reimbursement to the government. Repair/replacement costs vary, depending upon circumstances encountered.

2.3. Damage To Equipment and Furnishings. Under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member or the member's guests. AFMAN 23-220 provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of surveys, provides directions on how to request reconsideration's, describes appellate procedures for denied claims and explains how enlisted members can submit requests for remission of debts.

2.4. Insurance. You may be able to obtain renter's insurance from one of the local agents; however, most companies are not writing new policies in the state of California. They may be able to transfer an existing policy from another area.

2.5. Resident Conduct. Residents should conduct themselves and encourage other persons on the premises to conduct themselves in a manner that will not disturb their neighbors. The following actions are prohibited in the dormitories:

- 2.5.1. Altering or tampering with existing cable television or telephone lines
- 2.5.2. Cohabitation (having members of the opposite sex live with you in your room)
- 2.5.3. Gambling
- 2.5.4. Painting, loosening or removal of light bulbs to prevent their illumination
- 2.5.5. Residents and/or their guests are not allowed on the roofs of dormitories at any time.
- 2.5.6. Smoking in shared dormitory rooms
- 2.5.7. Smoking in interior common areas of the dormitories
- 2.5.8. Tampering with fire alarms or extinguishers
- 2.5.9. Under-aged drinking (must be 21 years old)

2.6. Smoking, Alcohol, and Drugs.

2.6.1. Smoking. Smoking is not allowed in any common areas, including day rooms, hallways, stairwells, bathrooms. Smoking is permitted in your room, but smoking in bed is absolutely prohibited. Any smoking material will be thoroughly soaked with water before being discarded.

2.6.2. Alcohol. The minimum legal age for purchasing, possessing or drinking alcohol is 21. **NO EXCEPTIONS - IT IS THE LAW!** Adults may not provide alcoholic beverages to minors. Only people over age 21 may have alcohol in the room.

2.6.3. Drugs. Possession or use of any drug, including marijuana, not prescribed by a medical authority is prohibited. Personal prescription drugs must be clearly labeled and current. The Unit Commander or First Sergeant will investigate questionable drugs.

2.7. Security. All valuable personal items will be securely stored when you are absent from your room. Bulky items such as televisions and stereos should be marked with the first initial of last name and last four

of your social security number. Your room must be secure when unoccupied. The Air Force will not pay claims for stolen items that were not secured.

2.8. Leave or Extended TDY. If you will be leaving your quarters unoccupied for an extended period of time (over 3 days), you must make arrangements for security, prudent care, and periodic inspections of your quarters. Inform the DMO of your intended absence and provide the name of a person designated by you to have access for necessary maintenance. Do not turn off your HVAC system (if applicable). Do not leave pets in your room.

2.9. 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 a member of the armed services or the military member's family, will be permitted in the dormitory at any time, unless accompanied by their parent(s) or legal guardian(s). Guests with campers, motor homes or trailers must use the Fam Camp area and will not be permitted to stay in their recreational vehicles in the dormitory area. Reservations for a Fam Camp space may be made, space-available, through Outdoor Recreation at 363-2190. To inquire about reservations for guests to stay in Lodging, call the Lodging Office at 363-8296.

2.90.1. Overnight Guests. If you occupy a room that shares a bathroom and kitchen, you must have the consent of your roommate for an overnight guest. If you wish to host an overnight guest, you must first receive permission from your Unit Commander or First Sergeant. In a memorandum to the DMO (61 ABG/CEHD) endorsed by your Unit Commander, you must provide the following information: name of guest, gender, relationship, age, proposed length of stay and status (military, dependent, civilian, etc.).

2.90.2. Occupants should provide Security Forces with the names of expected visitors (without government identification cards) from off base in advance of their arrival to ensure their access into the base. Telephone numbers for the gates are: 24th Street Gate – 363-8387, 30th Street Gate – 363-8277.

2.10. Pets. The conditions of dormitory living call for special considerations by pet owners. Pets are a responsibility and must be cared for properly for the sake of the animal and your neighbors, who are not all animal lovers. If you desire to keep a pet, you must first receive written authorization from the DMO.

2.10.1. Only the following types of pets are allowed:

2.10.1.1. Fish and other reptiles are permitted if kept in an aquarium (snakes, lizards, iguanas, etc)

2.10.1.2. Seed eating birds

2.10.1.3. Small rodents typically considered pets such as gerbils, hamsters and guinea pigs



2.10.2. The following restrictions apply:

2.10.2.1. All pets must be housed in secured cages or receptacles as approved by the DMO

2.10.2.2. No more than two pets (other than fish) per person

2.10.2.3. No poisonous reptiles

2.10.2.4. No dogs or cats

2.10.2.5. No poisonous or illegal animals or endangered species

2.10.2.6. No breeding of animals for resale or other purposes

2.10.2.7. Abuse of pets will not be tolerated and will be subject to administrative action

2.10.2.8. Occupants are responsible for any damages to government property caused by their pets

If you go TDY or on leave, you must make sure your pet will be cared for in your absence. Find a friend or pay someone to feed and clean up after your pet. If you decide to get rid of your pet for any reason and cannot find a home for it, Animal Control will accept it from you. It is cruel and unnecessary to release pets into the outside environment.

2.11. Inspections. Your room should be in inspection order at all times. Commanders, First Sergeants and their designated representatives may inspect government dormitories to evaluate living conditions. Commanders and First Sergeants have the right to perform no-notice inspections. Scheduled inspections will be posted in advance. The First Sergeant or designee may inspect monthly for health, safety and general cleanliness using the checklist at Attachment 1, *Inspection Criteria*, or similar form as provided by

the unit. All rooms rated “A” should not be re-inspected for a period of one quarter. Rooms receiving a “B” rating can be re-inspected, and those receiving a “C” rating will be inspected daily until brought up to minimum “B” standard. Dormitories are an important Air Force quality of life issue and dignitaries may visit from time to time. Remember to render all appropriate customs and courtesies when this occurs. Remember your dormitory is an extension of your room.

2.12. Cleanliness Standards. Dormitories will be maintained within Air Force standards as outlined in AFI 32-6005 and this pamphlet.

2.12.1. Doors. Doors must be clean and display a current and correct name plate. Name plates are issued and replaced by the DMO.

2.12.2. Windows. Once a month, clean inside and outside of windows, channels and windowsills. Report damaged or missing screens to the DMO.

2.12.3. Walls. Walls should be clean and free of marks, stains and cobwebs

2.12.4. Floors. Clean and vacuum weekly. Ensure there is no dirt accumulation in the corners, behind the doors, or under beds or other furniture

2.12.5. Carpets. Carpet should be vacuumed and shampooed as needed. Contact DMO to borrow a carpet shampoo machine.

2.12.6. Living Area. Furniture must be clean and neatly arranged in your room. Items on top of tables, dressers and desks must be neat and dusted weekly. Lamps must be dusted weekly. Beds will be made. You are responsible for laundering your own bed linens frequently, whether they are government-issued or your own property. A bedspread or comforter must be the top covering.

2.12.7. Wall Lockers, Closets. Any locker that is unlocked and open is subject to inspection; arrange items neatly.

2.12.8. Under Bed. This area is subject to inspection. It may be used for storage of small items if they are stored neatly.

2.12.9. Sink. Faucet fixtures and the interior/exterior of the under-sink cabinet must be free of dirt, mildew/mold and water spots. Mirrors are to be cleaned on an as-needed basis. Clean hair from drain trap weekly. Leaks should immediately be reported to the DMO.

2.12.10. Refrigerator. Clean regularly, inside and out, to remove grease and food particles. Use mild cleaning agent or baking soda and water. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. The door seal must be free of food particles and other debris. Defrost the freezer once a month or as necessary to prevent frost accumulation. When defrosting the freezer, do not use a sharp instrument to remove ice and frost. This may puncture the coils, and you will be charged for replacement of the refrigerator. A pan of hot water placed in the closed freezer will melt built up ice. Dust/vacuum the wire coils on the rear of (or under) the refrigerator to improve cooling and extend the life of the unit. Be sure you clean around and under the refrigerator.

2.12.11. Microwave Ovens. Microwave ovens, if present, must be clean, both inside and out at all times.



Never leave a microwave oven unattended while in use.

2.12.12. Bathroom. This room requires special attention due to the potential for bacteria growth. At least weekly, with a disinfectant cleaner, clean the toilet inside and out and clean the shower, bathtub, tile and shower curtain. Walls, ceiling and tile must be free of mold/mildew, soap scum or other residue. The shower curtain must be free of mold or mildew stains. Keeping the curtain closed while not in use will help prevent formation of mold/mildew. Be sure the ceiling light is clean and operational. The bulb must be bright enough to light the area safely. Colored light bulbs are not allowed. Clean the floor including behind the toilet and in the corners. Periodically, clean the exhaust fan.

2.13. Room Decor. Decor must be neat and in good taste. Any modifications, alterations, or additions to the existing facility must be approved by the DMO. (Refer to Chapter 8, Self-Help Work.)

2.13.1. Decals, stickers, posters and the like are not allowed on exterior doors, windows, or furniture.

2.13.2. Paint . If you desire to paint your room, you must have approval from DMO (Refer to Chapter 8, Self-Help Work). Prior to your departure, you will be required to repaint at your own expense to the standard off-white color. For normal wear and tear, touch-up paint and materials are available through the DMO.

2.13.3. Wall Decorations

2.13.3.1. You may display works of art, pictures, etc., on your room walls providing they add to the room decor and are in good taste. Unit Commanders may establish reasonable restrictions on displaying such items.



2.13.3.2. Picture frames are not required; however, if pictures and posters are used without frames, products are available to attach them to walls without marring the surface. Use only nails or "J"-type hangers to hang framed pictures.

2.13.3.2.1. Any holes put in the walls or ceiling to support shelves, pictures or other decorations will be properly filled prior to the final inspection. Use spackling compound available through the DMO.

2.13.3.3. Wall, window or door decor as listed below are prohibited:

2.13.3.3.1. Pictures with exposed breasts (female) or exposed pubic area of either males or females

2.13.3.3.2. Depiction/representations of sexual acts and drug paraphernalia

2.13.3.3.3. Profanity or lewd messages in either word or picture symbols

2.13.3.3.4. Pictures that may be offensive due to race, creed, sex or national origin

2.14. Room Exteriors. Room numbers and name plates are the only items allowed to be mounted on your door. Your name plate should be updated to reflect your most current status. Contact the DMO for a new one when required.

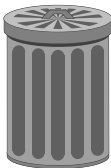
2.15. Room Furnishings. Upon occupancy, you accept responsibility for the furniture and appliances in your room by signing an AF Form 228. You may be held liable for loss or damages (Refer to paragraph 2.2 in this chapter).

2.15.1. Personal Furniture. If you desire to use your personal furniture, you must first contact the DMO for approval. Personal furnishings must be in good condition and present a neat and acceptable appearance. For safety and fire-fighting purposes, furniture placement must not interfere with passageways in the rooms. If approved, you need to coordinate pick-up of the government-issued furniture and ensure the AF Form 228 reflects the changes. You are responsible for ensuring personal items are not in/on government furniture at time of pick-up.

2.15.1.1. Approval for use of personal furniture may be denied when storage space is not available for the government furniture that would be displaced.

2.15.1.2. Waterbeds are allowed on a case-by-case basis. You must get prior approval from DMO, provide proof of personal liability insurance and sign a liability statement, since you are responsible for any damage to government property caused by leakage from the waterbed.

2.16. Insect Control. You are expected to take all measures to prevent and/or control insects. Do not leave food unsealed. When necessary, use household insecticides available in most stores. If more extensive treatment is needed, contact DMO at 363-8345. You will be responsible for protecting and arranging your furniture to allow proper application of insecticides.



2.17. Refuse Disposal. Place your room trash in the dumpsters provided in various locations in the complex. Always ensure Dumpster lids are closed. Do not place trash on balconies or stairwells. Exterior garbage cans are provided but are to be used for litter, not room trash. The Civil Engineer will dispose of dead animals found on base. Call 363-8367 to report dead animals.

2.18. Supplies. Purchase of cleaning supplies, toilet paper and standard light bulbs for your room is your responsibility.

2.19. Heating and Cooling Systems. There are different types of systems used in the dormitories. In any event, do not block air vents with a dirty filter, furniture, boxes or other items because airflow will be reduced or cut off and damage to the unit may result. Immediately report any malfunction of the system to the Civil Engineer customer service desk at 363-8367.

2.19.1. HVAC Units. If you have a thermostat in your room, your dormitory is heated and cooled by an HVAC system. Recommended temperature settings are as follows: heat at 68 degrees, air conditioning at 78 degrees. You should clean the filter monthly to get good airflow and prevent damage to the unit. Periodically, remove dust from vent covers. Never operate the HVAC unit without a filter in place. If you have problems, do not attempt repairs or adjustments.

2.19.2. Boilers and Evaporative Coolers. If you do not have a thermostat in your room, a boiler circulating water in a closed loop system heats your dormitory room. These dormitories are cooled by evaporative coolers, which are usually effective in dry climates; however, they are limited in that they are capable of cooling only to about 20 degrees below the outside temperature. Thus, on extremely hot days, your room may not seem as cool as you would desire.

2.20. Energy Conservation. Please conserve energy and help Los Angeles AFB reduce utility costs. The following checklist is provided to assist you:

2.20.1. During cold weather, open the blinds and draperies during the day to reduce heating costs. Conversely, in hot weather, close blinds/drapes.

2.20.2. Close blinds and draperies at night to minimize drafts.

2.20.3. Turn the thermostat lower at night to reduce heating costs.

2.20.4. Clean furnace filters monthly, if applicable.

2.20.5. Ensure air ducts are open and not blocked.

2.20.6. Ensure exterior doors are not left open longer than necessary.

2.20.7. Use the lowest wattage light bulbs that will suit the purpose.

2.20.8. Turn off the television when not watching it.

2.20.9. Turn off lights, stereos and radios when you leave the room.

2.20.10. Turn off bathroom fans when not needed.

2.20.11. Take shorter showers and use less water when bathing.

2.20.12. Turn off water while brushing your teeth.

2.20.13. Wash, or at least rinse, your clothes in cold water.

2.20.14. Launder clothes only when you have a full load, but do not overload.

2.20.15. Make sure dryer filters are free of lint before starting machine.

2.20.16. Report leaky faucets promptly.

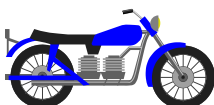
2.21. Day Rooms. Do not remove or exchange furniture in the day rooms and common areas. These rooms are for all residents; please help keep them clean and in good repair. If you see any misuse of government furniture, immediately report such actions to your Unit Commander, First Sergeant, the DMO or Security Forces.

2.22. Kitchens. Whenever you use kitchen facilities, you are responsible for cleaning the equipment and area. Use oven cleaner ONLY on the inside of the oven, do not use cleaner on self-cleaning ovens. You are liable for any damage caused to the range. Do not put grease in garbage disposal because it will clog the drain. Do not place hot utensils on counter tops as this may cause permanent damage. Clean walls to prevent grease buildup.

2.23. Laundry Rooms. Whenever you use the laundry room, leave the area clean and orderly. Do not leave laundry items unattended. The government is not responsible for lost/stolen items.

2.24. Exterior and Grounds Care. As a dormitory resident, you are responsible for keeping the exterior around your facility clean and neat. You are responsible for the appearance of the areas midway to both units adjacent to your room, to the curb in front or to the middle of the street, and normally halfway on sides and rear to neighboring buildings. Help keep your dormitory clean and neat; if you see trash, please pick it up.

2.25. Bay Orderly Duty. Since occupants are responsible for housekeeping and maintenance of the dormitories, you will be assigned to perform bay orderly duties. Refer to Attachment 2 for description of duties.



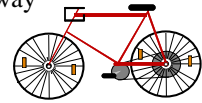
2.26. Vehicle Considerations. Owners of vehicles must adhere to all base and local policies and laws governing vehicles.

2.26.1. Excessive Noise. Motor vehicles should never emit excessive noise, which would disturb or be a nuisance to other residents.

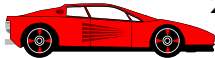
2.26.2. Parking. All vehicles will be parked only in appointed areas and will never be parked on sidewalks, landscaped areas, grass or seeded areas. Also, do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles should be parked only in the designated motorcycle parking areas, and not under gazebos, dormitory stair cases or on sidewalks.

2.26.3. Recreational Vehicles (RVs). Parking or storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc., must be stored in the base RV lot in Area C (Building 80). Lots are assigned by the Outdoor Recreation office. Users of the RV lot must maintain their lot space in an orderly manner and must out-process, when permanently departing the installation. For more information, contact Outdoor Rec at 363-2190.

2.26.4. Bicycle Storage. Bicycles should be locked up in the bike racks provided or dormitory basement storage cage area. Bicycles will not be stored under staircases or walkway balconies, or be chained to railings. Abandoned bicycles will be tagged, picked up by Security Forces and later turned into the Defense Reutilization and Marketing Office (DRMO).



2.26.5. Vehicle Repairs. Repair of vehicles is not authorized in the dormitory area. Repairs should be performed in the Auto Skills Center, Area B, 363-1705.

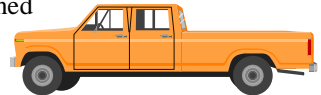


2.26.5.1. Interior cleaning or waxing of vehicles may be accomplished in parking lots. The only approved area for washing the outside of your vehicle is the wash rack next to the Community Center.

2.26.5.2. Automotive parts and auto batteries are not allowed in your room.

2.26.5.3. Inoperative or unregistered vehicles are not authorized in the dormitory area.

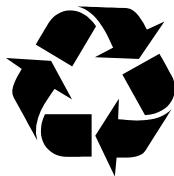
2.26.5.4. NO AUTOMOTIVE FLUIDS WILL BE CHANGED IN THE DORMITORY COMPLEX. You will be ticketed by security forces and you may be fined by the California Department of Health and Environmental Control (DHEC). Dumping of oils or any vehicle fluids in any unauthorized manner is subject to a fine of up to \$10,000. Improper battery disposal may also result in fines.



2.26.6. Environmental Waste. Engine oils, engine coolants, car grease, and other similar products must **NOT** be poured into any plumbing, drainage system or onto the ground. Automotive tires and batteries are to be properly disposed of through recycling programs.

2.26.6.1. Used engine oils, antifreeze, or tires should be taken to the Auto Skills Center, during their business hours. Call them at 363-1705 for more information.

2.26.6.2. Automotive batteries should be disposed of through the Recycling Center.



CHAPTER 3

FIRE PROTECTION

3.1. Fire Evacuation Plan. You should always be aware of the possible evacuation routes from your room in the event of a fire or other emergency. Have a plan and practice your escape route. Furniture or other items should not obstruct or impede passageways or exits. Any questions concerning fire prevention should be directed to the DMO.

3.2. Fire Extinguishers. Fire extinguishers are located throughout your dormitory. They are for fire fighting and never to be used otherwise. Notify the DMO if you notice an extinguisher is over or undercharged or has been discharged or damaged.

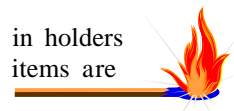
3.3. Fire Alarms. All occupants must evacuate the dormitory if the fire alarm sounds. Articles will not be mounted or attached to any fire protection device, wiring or smoke detector. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the UCMJ.

3.4. Smoke Detectors. The smoke detector in your room is wired into the electrical system and has a back-up battery. You should have identified and received instructions at your initial inspection for testing the smoke detector in your room. If not, please inform DMO at 363-8345. It is your responsibility to test the smoke detector every month to be certain it is in operable condition. If the unit beeps once each minute, you need to replace the battery. You may obtain replacement batteries from the DMO.

3.5. Fire Reporting. All fires must be reported. Pull a fire alarm and then phone 911 from a safe location. Follow the operator's instructions. Do not hang up until you are told to do so.

3.6. Flammable Items. Storage of flammable items in dormitory rooms is prohibited. Flammable materials including liquids, paints and pressurized gases are not allowed in dormitory rooms. The only exceptions are cigarette lighter fluid or cosmetics (nail polish or polish remover). All others, including charcoal lighter fluid, must be stored in a flammable storage locker. See your DMO for access to a locker.

3.7. Candles and Incense. You may burn candles or incense only if they are in holders designed to prevent tipping and only when you are present. Other open flame items are prohibited. Always extinguish candles or incense when leaving the room.



3.8. Barbecue Grills. Barbecue grills are provided in the dormitory complex patio areas. You are responsible for cleaning any grease drippings or repairing any damage caused from using barbecue grills. Use of personal grills is prohibited inside the dormitories or on the balconies and sidewalks; however, they may be used in the outdoor patio areas. Grills may be stored in dormitory storage rooms only if they are free of grease, food particles, and used charcoal. They may not be stored in occupant rooms.

3.9. Space Heaters. Space heaters of any type are **PROHIBITED** in the dormitories.

3.10. Cooking Appliances. Cooking in your room is **ALLOWED**. Kitchen appliances allowed in dormitory rooms are coffee pots, hot air popcorn poppers and microwave ovens using less than 1600 watts. Hot plates are **NOT** permitted. Never leave cooking unattended. In the event of a grease fire, cover the burning pan with a lid, turn off the appliance and call 911. **NEVER USE WATER! DO NOT ATTEMPT TO MOVE THE PAN.** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

3.11. Surge Protectors/Extension Cords. Surge protector cords must be of continuous length without splices and must have the UL seal of approval. They should be placed where they will not cause a tripping hazard. They should not be secured to walls, placed under floor coverings or through holes in walls/floors or ceilings. Other than surge protectors, multiple outlet cords are not allowed on a permanent basis.

3.11.1. Use extension cords only when flexible connections are necessary. Do not substitute them for permanent electrical wiring.

3.11.2. Flexible electric cords must be rated at or above the required amperage to operate the equipment and be approved by a recognized testing laboratory. Use them as follows:

3.11.2.1. Use only in single continuous lengths without taped or spliced sections.

3.11.2.2. Do not tack, staple, twist around fixtures, suspend directly on metal supports or in any other way fasten to fixtures, woodwork, or parts of a building.

3.11.2.3. Do not place cords under carpets or extend them through walls, floors, ceilings, windows, doorways or in any manner place them where they are subject to mechanical damage. Do not extend cords from one room to another.

3.12. Housekeeping for Fire Prevention.

3.12.1. Heat-Producing Devices. Electric appliances such as coffee pots, hot air popcorn poppers, irons, hair dryers and curling irons must be unplugged when not in use.

3.12.2. Trash. Prevent trash from accumulating in your room. You should take trash to the dumpsters every day. Ashtrays must be emptied into non-combustible containers prior to vacating your room or premises.

3.12.3. Storage. Large boxes and luggage should be stowed in storage rooms, not in your room. Bicycles must not be stored in exit corridors or secured to railings on the exterior walkways.



CHAPTER 4

SECURITY FORCES

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 security forces, and when notified, they will investigate incidents. Inquiries concerning law enforcement should be directed to the security forces at 363-2122.

4.1. Visitor Reception. Occupants should provide Security Forces with the names of expected visitors (without government identification cards) from off base in advance of their arrival to ensure their access into the base. Telephone numbers are: 24th Street Gate- 363-8387, 30th Street Gate- 363-8277. Be prepared to provide your guest's name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on Los Angeles AFB and its housing areas (Refer also to para 2.10., Visitors).

4.2. Weapons and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are PROHIBITED in the dormitory and punishable under Article 92, UCMJ. Local laws and military regulations govern registration, possession and storage of privately owned weapons. No weapons of any type will be stored or displayed in your room, including bows and arrows, martial arts weapons, or knives with blades longer than three inches. All types of guns designed to propel a missile (BB, pellet, bullet, etc.) whether by air, gas or other means, are PROHIBITED. Items such as stun guns are PROHIBITED. Brass knuckles, black-jacks, billy clubs, throwing stars, numchucks and other similar items are considered weapons and therefore are prohibited. All firearms must be registered and stored at the security Forces armory. For information on storage of firearms, contact the Security Forces at 363-2122.

4.3. Crime Prevention Tips:

4.3.1. BURGLARY

4.3.1.1. Upon moving into your government quarters, check for defective locks, window latches, and other entry points.

4.3.1.2. Engrave your first initial of last name and last four of your social security number on your personal property that may be susceptible to theft or loss. Contact the Security Forces or DMO to sign out an electric engraver.

4.3.1.3. Get involved with your neighbors. Watch out for each other's property.

4.3.1.4. Secure all doors and windows before retiring at night, leaving your room or departing the area.

4.3.1.5. When leaving for a short time, do not announce your absence by leaving a note on the door.

4.3.1.6. Never carry identification tags on your key. If you leave your vehicle at a garage or commercial parking lot, retain all of your keys except those to the vehicle ignition. Do not leave the trunk key.

4.3.1.7. Don't leave a "hidden key" around your room--a burglar will find it.

4.3.1.8. Turn down the volume of your telephone when gone so the unanswered phone will not be heard from outside.

4.3.1.9. When leaving your residence for a few days, contact your First Sergeant and/or have a friend watch your residence for you. Inform the post office to hold all mail and newspapers.

4.3.2. CAR THEFT

4.3.2.1. Over half of all stolen cars have the keys in the ignition--always remove them.

4.3.2.2. Most stolen cars are unlocked--always lock up. Don't hide spare keys in your car.

4.3.2.3. Never leave the engine running, even for a few minutes, when you are not present.

4.3.2.4. Motorcycles should be chained to a secure object. Lock the steering column.

4.4. LARCENY

4.4.1. Don't leave tempting articles, such as CB radios and radar detectors, in plain sight in an unattended vehicle. These are major targets for thieves. Mark these and secure them in your trunk or take them inside your quarters at night. Remember, your CB antenna will mark your car for possible theft; if possible secure it in the trunk or inside your quarters.

4.4.2. Remember to secure your bicycle to a fixed object with a lock and chain when not in use. If you live in a single room, you may store your bicycle in your room, but be advised you will be responsible for any damage this may cause to your quarters. Do not secure your bicycle to stair or balcony railings. To do so creates a safety hazard. Secure your vehicles when you park them and remove all valuables from view by placing them in a locked compartment or in the trunk. Bicycles should be registered through the Security Forces Crime Prevention Section at 363-2121.

4.5. REPORTING A CRIME

4.5.1. Report all crime or suspicious activities immediately to the Security Forces by calling 363-2121. You may remain anonymous. All information will be held in the strictest confidence.

4.5.2. Be aware and try to remember as much information as possible about an incident and the suspect.

The 61st Security Forces Squadron hopes your assignment at Los Angeles AFB is a pleasant one. Any time you feel our assistance is required, feel free to call. We're here 24 hours a day to serve you!

CHAPTER 5

GOOD NEIGHBORS

5.1. Occupant Courtesy. Courtesy goes a long way in making life more pleasant for all dormitory residents. Military members work different shifts and some must sleep during the day. Please be considerate of others at all times. Do not assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume down; excessive stereo and television amplification is very disruptive to some people.

5.2. Quiet Time. Excessive noise will not be tolerated at any time. Excessive noise is defined as any noise, regardless of the source, that can be heard outside the room or through the walls. Since shift workers live in all dormitories, quiet hours are 24 hours a day.

5.3. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, you must consider that other residents may be trying to sleep. Please keep noise at a level that will not disturb those around you. Do not rearrange day room furniture unless you put it back. Do not remove day room furniture from the day rooms. Please clean up after yourself and dispose of your trash properly. Remember, the Club and Community Center are available for parties.

5.4. Pets. Pet owners need to be especially considerate of their neighbors. Refer to paragraph 2.11 regarding pet policies.



6.1. City Conditions. Here in the City, from April through September, there is normally little or no measurable rainfall. This area is subject to high winds. Because of very dry conditions, the entire area is highly susceptible to grass and brush fires. Extreme care should be taken when barbecuing, disposing of smoking materials, and handling flammable materials.

6.2. Flash Floods. Flash flood warnings may occur and are normally announced on radio and television. DO NOT EVER take them for granted; they cost lives each year because people do not take them seriously.

6.3. Earthquake Preparedness and Safety. Los Angeles AFB is located in an area highly vulnerable to earthquakes. Be prepared. Following the simple actions listed below can eliminate many injuries and hardships:

6.3.1. Before a disaster occurs:

- 6.3.1.1.** Store heavy items on lower shelves.
- 6.3.1.2.** Install clips, latches, or other locking devices to cabinet doors.
- 6.3.1.3.** Keep a flashlight and shoes by your bed.
- 6.3.1.4.** Know first aid and CPR (classes available through your local Red Cross).
- 6.3.1.5.** Know location of emergency or first aid kit.
- 6.3.1.6.** Inquire about the disaster policy of your school, work place, church or club
- 6.3.1.7.** Prepare a **SURVIVAL KIT** to keep in your room or car. Suggested items include:
 - 6.3.1.7.1.** Name and telephone number of an out-of-town contact to report your location and condition.
 - 6.3.1.7.2.** Heavy-duty trash bags (to use as poncho, sanitary disposal, privacy curtains, etc.)
 - 6.3.1.7.3.** Toilet paper
 - 6.3.1.7.4.** Walking shoes
 - 6.3.1.7.5.** Critical medication and eye glasses
 - 6.3.1.7.6.** Fire extinguisher
 - 6.3.1.7.7.** First aid kit
 - 6.3.1.7.8.** Water - two quarts to one gallon per person per day
 - 6.3.1.7.9.** Water purification tablets or liquid chlorine bleach for use in disinfecting water
 - 6.3.1.7.10.** Food - canned or dried, precooked or requiring minimum heat or water
 - 6.3.1.7.11.** Can opener
 - 6.3.1.7.12.** First Aid Book
 - 6.3.1.7.13.** Blankets or sleeping bag for each family member
 - 6.3.1.7.14.** Flashlight - spare batteries and bulb
 - 6.3.1.7.15.** Radio - portable, spare batteries
 - 6.3.1.7.16.** Watch or clock (battery or spring-wound)

6.3.1.8. Tools:

- 6.3.1.8.1.** Heavy gloves and sturdy shoes
- 6.3.1.8.2.** Crowbar (to open jammed doors)
- 6.3.1.8.3.** Duct tape
- 6.3.1.8.4.** Screwdrivers
- 6.3.1.8.5.** Hammer
- 6.3.1.8.6.** Pliers
- 6.3.1.8.7.** Knife
- 6.3.1.8.8.** Wire

6.3.2. During an Earthquake:

- 6.3.2.1.** DUCK, COVER, AND HOLD ON!!!
- 6.3.2.2.** If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not try to rush for doorways or leave the building during the shaking. Watch for falling, flying, or sliding objects. Move away from windows.
- 6.3.2.3.** If you are in an automobile, stop and stay in it until the shaking stops. Avoid stopping near trees and power lines or under overpasses.

6.3.3. If You Must Evacuate:

6.3.3.1. If you feel your building is unsafe or you are told to evacuate your building, you should go to the grassy Quadrangle. This is the gathering point for all dorm personnel.

6.3.3.2. Before leaving your residence, prominently post a message indicating where you may be found.

6.3.3.3. Take with you: medicines, glasses, first aid kit, flashlight and portable radio, important papers and cash, food, sleeping bags/blankets and extra clothes.

6.3.4. After a Disaster:

6.3.4.1. Put on heavy shoes to avoid injury from debris.

6.3.4.2. Check for fires and fire hazards.

6.3.4.3. Check neighbors for injury. Give first aid if necessary.

6.3.4.4. Do not touch downed power lines or objects touched by downed wires.

6.3.4.5. Clean up potentially harmful materials and spills.

6.3.4.6. Check emergency supplies.

6.3.4.7. Do not drink water unless competent authority has informed you that water is safe to drink.

6.3.4.8. Water can be purified by any of the following methods:

6.3.4.8.1. Add 10 drops household bleach solution per one gallon of water, mix well and let stand for 30 minutes. A slight smell or taste of chlorine indicates the water is safe to drink.

6.3.4.8.2. Add household tincture of iodine in the same manner as for bleach. (see para 6.3.4.8.1.)

6.3.4.8.3. Use commercial purification tablets such as Halazone or Globaline. Follow package instructions

6.3.4.9. Do not use phones except for genuine emergencies. Ensure phone receiver is in cradle.

6.3.4.10. Do not go sightseeing.

6.3.4.11. Be prepared for aftershocks.

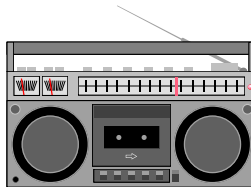
6.3.4.12. Open closets and cupboards carefully.

6.3.4.13. Cooperate with installation safety officials.

6.3.4.14. Listen to your radio for advice and information. The following local radio stations will disperse installation information:

AM STATIONS

1070



FM STATIONS

97.1

CHAPTER 7

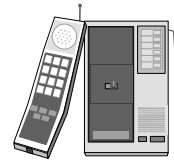
LOCAL TOPICS

7.1. Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Approval for any such enterprise must be requested in writing through the Housing Office (61 ABG/CEH), be endorsed by your commander and approved by the Air Base Group Commander. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.** Contact the Housing Office at 363-8340 for additional information and guidance.

7.2. Solicitation In Dormitory Housing. All forms of solicitation are prohibited in the dormitories. Report solicitors to the Law Enforcement Desk, 363-2122.

7.3. Telephones. The 61st Communications Squadron maintains telephones in common areas. Pacific Bell Telephone in Bakersfield, California provides room phones (800-310-2355); Their business hours are Monday through Friday, 0900-1700. When calling to request phone service, you should have the following information available:

- 7.3.1.** Your previous telephone number and length of service
- 7.3.2.** A major credit card account number
- 7.3.3.** Your social security number
- 7.3.4.** Your building and room number
- 7.3.5.** Your mailing address



There is a connection fee to set up service, and you may be charged a deposit, depending on your credit rating and whether you have had prior telephone service.

IMPORTANT: You should let Pacific Bell know you do not need the insurance to cover interior wiring, because the Communications Squadron is responsible for maintenance and repair to interior telephone lines. Before you contract Pacific Bell to come to your room to make any repairs or perform any services, call the DMO. The government will not reimburse you for any repairs not authorized by the DMO.

Note all calls to local communities could be considered “long distance” and are billed accordingly.

7.4. Cable Television. Cable television service is available through Cox Cable (310-377-1800). Satellite dishes are not authorized in Unaccompanied Military Housing.

7.5. Mail. Mail is delivered to the dormitories. You will be assigned a post office box by the DMO while in-processing.

CHAPTER 8

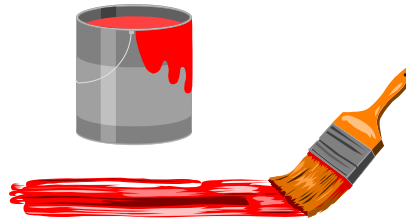
SELF-HELP WORK

8.1. Standards And Specifications. Self-help projects are defined as improvements such as painting, redecorating, alterations or additions performed by the occupant. They must be relatively simple and are usually designed for benefit of occupants. The standards for authorized self-help work are determined by the DMO. Periodic inspection normally must be accomplished while work is in progress. Inspections may be scheduled by contacting the DMO at 363-8345. **A CERTIFIED ELECTRICIAN MUST DO ALL ELECTRICAL WIRING.**

8.2. Requesting Self-Help Work. Self-help work must not generate maintenance or repair costs. All self-help work requires completion of an AF Form 332, *Base Civil Engineer Work Request*, and must be coordinated through the DMO and appropriate offices as directed by them. Work must not be started until this procedure has been followed and approval received.

8.3. Painting Interior Walls. Submit an AF Form 332 if you desire to paint your room. The DMO will inspect before and after painting. Standard paint (off-white) may be furnished by the Self-Help store, but other paint colors must be approved and purchased at your own expense. Oil based paint (enamel) will not be used. The room must be returned to standard color prior to terminating the room, or the room must be accepted as is by the new occupant.

8.4. Disposition of Improvements. Self-help improvements may be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable standards. When work is not acceptable, as determined by DMO, removal is required and the area must be restored to its original configuration.



CHAPTER 9

TERMINATION OF UNACCOMPANIED HOUSING

9.1. Giving Notice. Notify the Dormitory Management Office (363-8345) at least 30-60 days prior to the date you expect to vacate your quarters (short notice PCS excepted). Your pre-final and final inspections will be scheduled at that time. Orders are not required. At the same time, you may want to contact the Transportation Management Office (363-3638) for an appointment for movement of your household goods and make temporary living arrangements

9.1.1. Both the Housing Relocation Office (363-8349) and the Family Support Center (363-1121) can provide you with information regarding your next location.

9.2. Pre-Final Inspection. This inspection is designed to assist in expediting your departure by preparing you for your final inspection. You should call DMO and schedule an inspection at least 20 days in advance of your anticipated final inspection date. At the inspection, your inspector will identify any damages above fair wear and tear, note work requirements for maintenance, and preview cleanliness standards. You will be held liable for any damages beyond fair wear and tear.

9.3. Final Inspection in Your Absence. If you need a substitute to stand-in for your final inspection, notify the DMO in advance for necessary forms and guidance. **NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF UNACCOMPANIED HOUSING RESTS SOLELY WITH THE OCCUPANT.**

9.4. Final Inspection. You, the occupant, are responsible for removing all personal items and accomplishing cleaning tasks as directed by the DMO prior to turning the quarters over to the inspector. If you fail your final inspection, your inspector will schedule a re-inspection appointment. Keys will be returned to the inspector.

9.5. Residing Off Base. Under certain circumstances, per AFI 32-6005, members in grades E1-E4 are allowed to reside off base. Permission of your Unit Commander or First Sergeant is always required on AF Form 291. You must terminate your quarters before you can receive single-rate BAH.

9.5.1. Residing off base at Your Own Expense. If you are not required to reside on base for reasons of military necessity or discipline you may reside off base at your own expense. You have two options: (1). You may keep your assigned quarters. If you keep your room you will be responsible for maintaining room standards and you will be assigned duties as bay orderly. (2). You may terminate your quarters if you have approval of you unit commander on AF Form 291 you will not be liable for bay orderly. If you reside off base and do not receive approval from your unit commander on AF Form 291 you will be responsible for maintaining room standards and bay orderly duties.

9.5.2. Authorization to Reside Off Base with Single-Rate BAH. The Air Base Group Commander or designee may authorize you to reside off base with allowances under the circumstances below:

9.5.2.1. Adequate On-Base Housing is Not Available. You may place your name on the BAH Waiting List (Refer to paragraph 1.8.) You will be notified if you are authorized to move off base with BAH.

9.5.2.2. People Within 30 Days of Marriage. You may receive BAH 30 days prior to marriage if you set up a household in the local area. Contact the DMO for an application package.

9.5.2.3. Moving into Family Housing. If you will be moving into family housing upon marriage, you must notify DMO 30-60 days prior to marriage, and set up pre-final and final inspections of your dormitory room.

9.5.2.4. Pregnant Women. With the Unit Commander's permission, a pregnant member may request authorization of BAH and move off base at the 20th week of pregnancy. She must submit to the DMO an AF Form 291 signed by her Unit Commander and medical documentation of pregnancy.

9.5.2.4.1. Hardship. Hardships are defined as “unique and unusual circumstances that, in the commander’s judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade.” If you feel you have a hardship that would be relieved by residing off base with BAH, you should prepare a letter describing the hardship, have it endorsed by your Unit Commander, and submit it along with documented proof of the problem to the DMO. The request will be forwarded to 61 ABG/CC, who will review all hardship requests on a case-by-case basis and approve or disapprove.

PHIL PARKER, Colonel, USAF
Commander, 61 Air Base Group

DORMITORY ROOM INSPECTION CHECKLIST

ROOM NUMBER: _____ **BLDG NUMBER:** _____ **DATE:** _____

GENERAL LIVING AREA:

- _____ BED NOT MADE / BED LINING NEEDS LAUNDRYING
- _____ CLUTTER UNDER BED/ CLUTTER IN CLOSET
- _____ FURNITURE DUSTY / FURNITURE NOT NEATLY ARRANGED
- _____ CARPET NOT VACUUMED
- _____ CARPET DIRTY/ STAIN IN CARPET
- _____ WALLS / BASEBOARD DIRTY, MARKED OR STAINED
- _____ INAPPROPRIATE PICTURES/POSTERS DISPLAYED
- _____ WINDOWS/ WINDOWS SILL DIRTY/ BLINDS OR DRAPES DIRTY / IMPROPERLY HUNG
- _____ LIGHT FIXTURES / GLOBE DIRTY
- _____ ROOM NOT FREE OF BULKY ITEMS NEEDING STORAGE
- _____ CLOTHING NOT PUT AWAY
- _____ MIRROR DIRTY

KITCHEN AREA:

- _____ STOVE TOP DIRTY/ OVEN DIRTY
- _____ COUNTERS DIRTY
- _____ SINK DIRTY/ SINK FIXTURES DIRTY OR SPOTTED
- _____ SINK NOT FREE OF DIRTY DISHES
- _____ MICROWAVE DIRTY/ UNDERNEATH, DOOR OR INSIDE
- _____ REFRIGERATOR DIRTY/ DOOR SEALS DIRTY/ FREEZER NOT DEFROSTED
- _____ STORAGE AREA UNDERNEATH SINK NOT TIDY/ CLEAN
- _____ WASTE CAN NOT EMPTIED/ RUSTY/ NEEDS CLEANING
- _____ FLOOR DIRTY/ NOT SWEEP/NOT MOPPED

BATHROOM AREA:

- _____ BASIN AREA DIRTY
- _____ SHOWER AREA DIRTY/ SHOWER FLOOR AREA DIRTY (SOAP BUILD-UP ON WALLS)
- _____ SHOWER CURTAIN NEEDS TO BE CLEANED/REPLACED
- _____ SOAP DISH DIRTY/SHOWER DRAIN CLOGGED OR DIRTY
- _____ FIXTURES DIRTY/ WATER SPOTS (TUB OR SINK)
- _____ SINK DIRTY/VANITY AREA DIRTY/ CLUTTERED
- _____ TOILET DIRTY/ INSIDE / OUTSIDE OF BOWL AREA
- _____ HEATING/EXHAUST VENT DIRTY/ MILDEWED
- _____ FLOOR DIRTY/ NOT SWEEP/ NOT MOPPED
- _____ MIRROR DIRTY

MISC:

- _____ OCCUPANT'S NAMEPLATE: INAPPROPRIATE/DEFACED
- _____ ENTRANCE DOOR OR FRAME: DIRTY/MARKED/SMUDGED
- _____ ASHTRAYS: NOT EMPTIED/NEED CLEANING
- _____ LIGHTS/ STEREO/TV APPLIANCES: LEFT ON WHILE UNATTENDED/ LEFT PLUGGED IN
- _____ UNACCEPTABLE MULTIPLE OUTLET PLUGS IN USE
- _____ PERSONAL VALUABLES NOT SECURED
- _____ BROKEN OR DAMAGED GOVERNMENT FIXTURES/FURNISHINGS

COMMENTS _____

BAY ORDERLY DUTIES

Bay Orderly duty is a military formation and is normally performed Monday through Sunday from 0700-1600, Federal holidays excluded. THE HOUSING MANAGEMENT DORM OFFICE SUPERVISES YOUR BAY ORDERLY DUTIES UNTIL THEY RELEASE YOU. This list is not all-inclusive; YOU MAY BE TASKED WITH ADDITIONAL DUTIES IF NECESSARY.

The DM/First Sergeant must clear any appointments requiring your presence away from the dorm. Any appointment scheduled in advance for the week you are to pull Bay Orderly should be coordinated with the First Sergeant.

1. Duty hours: Mon-Sun.:
 - a. Start 0730-1630
 - b. Lunch 1100-1200
 - c. Retreat 1630 as applicable

During your lunch break, post a sign saying you're at lunch, and who to call in case of an emergency.

2. Checklist provided must be completed and signed everyday.
3. Changes to the schedule or recommendations must be coordinated through the First Sergeant before implementation.
4. The Bay Orderly is responsible for identifying all maintenance and repair work in the common areas to Dorm Manager (DM) at 3-8345, this includes:
 - a. no heat or air conditioning (seasonal)
 - b. toilet problems (stopped up, constantly running)
 - c. water leaks
 - d. door lock problems
 - e. no water or electricity

5. The DM will provide access to rooms only to those people properly identified as being an occupant of that room. Do not allow unauthorized persons access to the dorm, however, if ordered by a security policeman, immediately admit the person and notify the DM.

These phone numbers are provided for your use:

MDS First Sergeant: DP 3-1746, Cell Phone 310-995-0882

MSS First Sergeant: DP 3-5121 Cell Phone 310-863-4728

Dorm Manager: Jackie DP 3-8345/8340

Solicitors or salespeople will not be permitted in the dorm area without the commander's written permission.

BAY ORDERLY SCHEDULE DAILY

- A. Police outside area: Remove cans, litter, paper, limbs, trash, etc. to include the grass areas.
- B. Police all stairwells and outside walkways (all floors).
- C. Vacuum each day room.

D. Empty all trash cans (NOTE: ONLY take one bag and empty the other bags into that one, saves on bags and unnecessary waste).

E. Sweep hallways and interior stairwell.

F. Remove trash from all bathrooms, check and fill toilet paper, soap dispenser, towel dispenser.

G. Wet mop laundry room

H. Clean microwaves inside and out.

I. Wet mop hallways on all floors, wet mop stairwells inside.

J. Dust all AC vents in dayrooms, hallways and storage rooms

OUTSIDE

A. Buff tile areas at least once a week.

B. Clean Bar-B-Q grill thoroughly. Use wire brush to remove cooking residue from top of grill, wipe down sides of grill with heavy duty cleaner to remove oils and spills. (as needed)

C. Clean/wipe down picnic tables.

D. Sweep parking lot, sidewalk, and picnic area and pick-up cigarette butts.

E. Wash down walkways. Use a heavy broom to brush down the concrete and remove all soil and stains.

GI DAYROOMS

A. Thoroughly vacuum all carpets. Move chairs, sofas and tables to vacuum under them. (Shampoo as needed)

B. Clean video games/pool table. Wipe hand prints and chalk dust from rails and any ledges.

C. Clean window sills, floor moldings throughout rooms.

D. Check walls, door (both sides) and door frames for marks and hand prints; clean as necessary. Notify Dorm Manager of marks, stains and handprints that cannot be removed.

E. Clean windows and window ledges inside and outside, including glass in entry doors and windows tracks. Remove all dust and sand particles from tracks and door entry guards.

F. Empty and clean ashtrays and trash cans. Wash cans thoroughly using brush and detergent. Dry and replace liners or use new bags if needed.

G. Dust furniture using furniture polish on all wood portions of furniture, tables, TV, pool table, etc.

H. Clean all TV screens with glass cleaner.

I. Clean glass on vending machine and dust top, remove hand prints.

J. Dust entire room, pictures, silk flowers, etc.

K. Clean light fixtures, take down covers and wash. Replace after drying.

L. Report any broken or damaged furniture to the Dorm Manager and First Sgt.

GI LAUNDRY ROOM

A. Clean out dryer filters and wipe down outside of dryer and leave doors open for airing.

B. Clean washers using a scouring pad to remove old soap from inside the washers and washer lids. Clean outside area of washers and polish with a dry rag. Clean inside of washers thoroughly. Remove all soap residue on top of washer clothes basket and on top and sides of agitator. Lean washer clothes basket to reach the outside lip of the basket and remove all soap scum.

C. Clean behind and under washers, remove all lint and dirt, wipe all piping.

D. Clean windows and window ledges and tracks, inside and outside. Remove all dust and dirt from tracks.

E. Wipe down wall areas, removing all marks and hand prints.

F. Remove hoses from the pain pipe and clean out the main pipe, removing all lint. Clean out each hose connected to the main pipe, replace on dryers

G. Wipe down all dryer duct hoses, removing lint and dirt. Ensure they are in good condition, or report to DM.

H. Report any inoperative washers/dryers to Dorm Manager.

I. Empty trash cans, wash can thoroughly with brush and detergent. Dry and replace liner as needed.

J. Dust and polish laundry table.

K. Sweep and mop floor.

GI HALLWAYS

A. Wipe down and clean indoor stairwell railing and supports with general purpose cleaner.

B. Polish door handles inside and outside with metal polish/ steel wool/ rag.

C. Check walls, doors and door frames for marks and hand prints, and clean as necessary. Notify Dorm Manager of marks, stains and handprints that cannot be removed. Wipe down kick marks.

D. Clean glass in entry doors.

E. Clean all mop boards and ledges throughout hallways.

F. Wipe down phones, including coin return slot, inside and outside.

G. Wipe down outside of ice maker and soda machines.

H. Clean all light fixtures: Remove, wash, dry, and replace.

I. Dust fire extinguishers and check filled level. Report any extinguishers outside the green indicator gauge to the DM.

J. Wipe down outside areas of water fountains, clean chrome portions with metal polish. Remove all water stains/lime deposits.

K. Sweep and mop tile floors, remove all stains, scuff marks and wax build up (use wax remover on all tile).

L. Scrub stairwell tread pads with light mixture of soap and water. Use scouring pads and scrub brush. Wipe down stairwell for over spray from cleaning upon completion.

M. Strip and apply a fresh coat of wax to tile floors when scheduled by the DM/.
Print here the date wax applied_____

GI COMMON BATHROOMS

A. Clean sinks with scouring pad, remove all hard water residue. Clean chrome with chrome polish; remove all hard water stains.

B. Wipe down shelves, towel and soap dispensers.

C. Clean mirrors with glass cleaner.

D. Clean urinal and polish chrome fixtures (wear gloves/masks). Remove all hard water stains. Ensure inside hard to reach areas inside rim are cleaned properly.

E. Clean toilets inside and out. Pay close attention to top inside rim and the outside base area around floor. Use lime-away and scrub pad to remove lime deposits at water line.

F. Scrub toilet partitions, removing dirt and hand prints.

G. Sweep, vacuum and mop bathrooms. Wipe down the top of the floor molding to remove dirt and dust.

H. Report any work order requirements to DM (i.e. leaky faucets, broken light fixtures, etc).

EMPTY ROOMS

A. Check with DM to ensure rooms are UNOCCUPIED prior to accomplishing this checklist.

B. Ensure windows, window sills, ledges, and tracks are cleaned/ dusted inside and out.

C. Check walls, door and door frames for marks and hand prints, wipe down and clean. Pay special attention around light switches for dirt and soil.

D. Clean window glass with glass cleaner, ensure curtains are neatly hung.

E. Ensure beds are properly made and have clean linen on the bed for use by incoming personnel at all times.

F. Dust furniture and polish all wooden portions of same. Don't forget to dust the tops of pictures, door frames, medicine cabinet, etc.

G. Shampoo carpet when scheduled.

H. Wipe down refrigerator interior and exterior. Defrost if 1/2 inch of ice is in freezer. Move refrigerator away from wall and clean cooling coils.

I. Clean sink, toilet and shower. Remove all hard water stains. Use chrome cleaner on chrome and faucet. Pay special attention to the top inside rim and outside base areas of toilet. Use lime-away or other cleaner and scrubby to remove all soil. Wipe down shower curtain.

J. Wipe down shelves inside medicine cabinet, clean mirror with glass cleaner, wipe off towel and soap dispensers.

K. Ensure trash can is empty and clean.

L. Ensure vents are clean and free of dust.

M. Sweep bathroom floor and mop. Remove scuff marks and wax build-up in corners and along mop board areas.

N. Vacuum floor including under bed, and moving furniture to.

O. Report any work order requirements to the dorm mgr. (leaky faucets, broken light fixtures, toilet)

GI STORAGE AREAS

A. Tidy up and sweep out the exterior storage areas.

B. Tidy up and sweep out the interior common storage areas.

GI STORAGE ROOMS

A. Thoroughly clean all deep well sinks in all common use storage rooms. Use abrasive cleanser and scrubby to remove paint, hard water stains, etc. Use chrome cleaner on chrome portions.

B. Wipe down inside and outside of all common use storage cabinets using a detergent to remove all soiled areas.

C. Sweep the floors, and damp mop. Apply a coat of wax to the floor when scheduled.

GI KITCHEN

A. Sweep and damp mop floor

B. Clean all appliances, inside and out.

C. Clean counters and cabinets.

D. Dust entire area.

SATURDAY/SUNDAY BAY ORDERLY SCHEDULE **OUTSIDE**

A. Police outside area:

B. Police all stairwells and outside walkways of all floors.

C. Empty outside trash and butt cans

INSIDE

A. Remove trash from all bathrooms, check and fill toilet paper, soap and towel dispensers.

B. Empty all trash cans.

C. Check laundry room and clean as needed.

REPORT ANY VANDALISM TO THE SECURITY POLICE IMMEDIATELY (3-8385) THEN TO THE DM/FIRST SGT.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please print your name on top line and sign the bottom line daily. This acknowledges you completed entire checklist.

MEMORANDUM FOR ALL DORM INDIVIDUALS/SUPERVISORS

FROM: 61 MDS/SGF & 61 MSS/CCF

SUBJECT: Bay Orderly Responsibilities

1. This is to inform the individual listed below of the time period they have been assigned Bay Orderly Detail. The detail runs Monday through Sunday from 0730 - 1630 hours. Each individual will report to the Dormitory Managers office, Building 33 every morning, except weekends and holidays, to receive bay orderly instructions. I understand that late for duty, not completing daily tasks/checklist, or not informing superiors of my whereabouts could constitute failure to go and/or dereliction of duty etc. Corrective action will be taken for any violations.
2. Duty uniform is Battle Dress Uniform (BDU) unless otherwise directed.
3. It is the bay orderly's responsibility to inform his/her supervisor and First Sergeant of this detail. Each person must notify the 61MDS/SGF, at ext. 3-1746 or the 61 MSS/CCF, at ext. 3-5121 immediately upon notification of TDYs, leaves, termination of quarters, PCS moves, or any conflict that could prevent them from performing this duty. It is the scheduled bay orderly's responsibility to provide a replacement, if they are unable or can not fulfill their responsibility.
4. Bay Orderly responsibility is for all dorm residents. Supervisors, as well as individuals need to plan to fill their roles as if they were TDY.
5. Please note your dates and both supervisor and individual will sign and return to appropriate First Sergeant.
6. Newly arriving personnel not already scheduled may be used to accommodate TDY's, PCS, and leave fluctuations. The final determination will be made by the appropriate First Sergeant.
7. If you have any questions, please contact the either First Sergeant at 3-1746 or 3-5121. This letter replaces all previous letters, same subject.
8. I have read and fully understand my duty days and responsibilities.

Print Bay Orderlies Name, Sign & Date

Print Supervisors Name, Sign & Date

Please write date scheduled to pull Bay Orderly here:_____.

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KEY TELEPHONE NUMBERS

EMERGENCIES (FIRE, POLICE, OR MEDICAL) -----	911
Animal Control-----	363-8367
Auto Skills Center -----	363-1705
Billeting Office-----	363-8249
Cable Television (Cox) -----	310-377-1800
DMO (Dormitory Management Office) -----	363-8345
Chaplain Services-----	363-1956
Civil Engineer Customer Service -----	363-8367
Civil Engineer Emergency Desk (after duty hours)-----	363-2355
Crime Prevention -----	363-2122
Dental Clinic-----	363-0962
Gas Station-----	615-0295
Gymnasium -----	363-0759
Hospital Appointment Desk -----	363-8291
Housing Office -----	363-8340
Housing Relocation Office-----	363-8378
Information -----	411
Legal Assistance -----	363-2483
Library-----	363-8225
Maintenance - EMERGENCY - during duty hours -----	363-8345
Maintenance - EMERGENCY - after duty hours -----	363-2355
Maintenance - Urgent or Routine -----	363-8345
Military Pay-----	363-0739
Military Personnel Office (MPF) Customer Service-----	363-2314
Pass and Registration -----	363-1203
Pest Control-----	363-8345
Post Office (Military Postal Service Center)-----	363-8345
Recreation Supply -----	363-2190
Security Forces Desk-----	363-2122
Self-Help Store-----	363-8285
Telephone Service -----	611
Telephone Service (Pacific Bell)-----	800-310-2355
Transportation Management Office (TMO)-----	363-3638