8TH FIGHTER WING **UNACCOMPANIED HOUSING HANDBOOK**



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DEPARTMENT OF THE AIR FORCE 8TH FIGHTER WING (PACAF) APO AP 96264

MEMORANDUM FOR DORMATORY OCCUPANTS

FROM: 8 FW/CC

SUBJECT: Wolf Pack Unaccompanied Housing Occupant Handbook

- 1. Welcome to Kunsan Air Base and the home of the Wolf Pack! We're committed to providing you a safe, comfortable dorm room during your stay here. I ask for your support in taking care of your home away from home and in treating your new "family" members with courtesy and respect.
- 2. This dorm guide is provided to inform you of specific policies and expectations during your stay in the Wolf Pack dorms. If you have any questions about this guide or suggestions for the dorms, please contact your dorm manager or First Sergeant.

1. Unaccompanied Housing Responsibilities

- 1.1. Unit Commanders and First Sergeants:
 - 1.1.1. Work closely with the housing section chief and dorm manager to ensure dorm residents' needs are represented and quality of life is improved at every opportunity.
 - 1.1.2. Visit dorms regularly.
 - 1.1.3. Enforce standards for occupant discipline, safety and health.
 - 1.1.4. Inspect assigned dormitories at least monthly for Airmen dorms, quarterly for NCO dorms.
 - 1.1.5. Ensure members in- and out-process through the housing office.
 - 1.1.6. Provide bay orderly personnel as scheduled. Resolve bay orderly discipline issues.
 - 1.1.7. Ensure rooms are inspected, cleaned and ready for new personnel.

1.2. Immediate Supervisors:

- 1.2.1. Visit dorms regularly.
- 1.2.2. Enforce standards for occupant discipline, safety and health.
- 1.2.3. Conduct room inspections individually or with unit First Sergeant/commander.

1.3. Housing Section Chief:

- 1.3.1. Operate and maintain dormitories. Develop/execute dorm budget.
- 1.3.2. Maintain and prioritize long range plans for facility, furniture and appliance upgrades.

1.4. Dorm Manager:

- 1.4.1 Brief bay orderlies on their responsibilities and provide day-to-day supervision to ensure tasks are completed in a timely and professional matter. Provide detailed instructions (see **Attachment 1**) to the bay orderlies.
- 1.4.2. Provide bay orderlies with cleaning supplies, required equipment and training on the proper use of the equipment.
- 1.4.3. Perform facility manager responsibilities. Validate and report required maintenance, repair, or alterations to CE Customer Service. Track status of all open work requests and update occupant, First Sergeant and commander.

- 1.4.4. Provide accurate room listings and occupancy rate to housing flight chief and unit First Sergeant.
- 1.4.5. Ensure grounds are maintained and litter free.
- 1.4.6. Conduct monthly meetings with all dorm residents. Provide written minutes to Housing Flight Chief and unit First Sergeant.
- 1.4.7. Schedule and post bay orderly assignments.

1.5. Bay Orderly Responsibilities:

- 1.5.1. Bay Orderly shifts are from Tuesday through Monday of the following week, including Saturday and Sunday. Duty hours are from 0800-1700 hrs on weekdays and 0800-1200 hrs on weekends.
- 1.5.2. Are responsible to clean common areas (day rooms, guest latrines, hallways, walkways, laundry and storage rooms, etc.).
- 1.5.3. Perform grounds-keeping tasks (sweep, pick up leaves and litter, empty trash bins, etc.). Pick up trash within 50 feet of building, including cigarette butts. Remove cobwebs from overhangs/building entrances. Pressure wash building exterior. Remove snow and ice from sidewalks adjacent to and leading into building.
- 1.5.4. Perform other duties as assigned/directed by the dorm manager or by the Unit Commander/First Sergeant.

2. Occupant Responsibilities:

- 2.1. Occupants are responsible to keep their dorm room in equal or better condition as when it was assigned. Occupants will be held liable for damage of quarters, loss of or damage to equipment or furnishings caused by the abuse or negligence of the occupants or their guests, and for failure to satisfactorily clean an assigned room upon termination (see **Attachment 3**).
- 2.2. You cannot at any time remove or add furniture to your room without the consent of your dorm manager. Furniture designed for interior use will not be place outside under any circumstances. Notify your dorm manager if any item breaks in your room.
- 2.3. Kunsan AB adheres to a **24-hour quiet policy**. Radios, stereos, TVs, etc., will be operated at a level and time that is consistent with good taste and consideration for other dorm occupants. Personnel will enter and leave the dorm in a quiet and orderly manner and not disturb other occupants. Personnel working swing and mid-shifts will be considerate of others when coming off shift. In addition, day workers will be considerate of shift personnel. Occupants who do not adhere to the quiet policy will face disciplinary or administrative action. Courtesy to your neighbors must be respected.

- 2.4. Occupants will respond to all fire alarms and evacuate immediately. Go to the designated evacuation rally point for your dorm. Fire evacuation routes and the dorm rally point are posted throughout the dorm.
- 2.5. Keep assigned room clean and neat.
- 2.6. Ensure the door is locked, window secured, and that lights, televisions, and stereos are turned off when the room is unoccupied. In addition, ensure the air conditioning is turned to low
- or off when leaving room for extended period. To prevent loss of personal property and safekeeping of assigned furniture, each occupant is required to keep his/her room locked when the room is unattended or when the individual is asleep in the room. The door must be locked and window secured even for such periods when the occupants of the room are in adjacent room or while taking a shower.
- 2.7. Room security is the responsibility of the individual. Due care must be exercised to ensure the security of valuables. Place small valuables (watch, etc.) in a locked locker and always ensure that the room is locked before leaving.
- 2.8. Maintain room in a presentable manner at all times. Beds will be made with linen when not in use during individual's duty hours. Dust cover or bedspread will be neatly placed on the bed unless otherwise specified.
- 2.9. Ensure walls, ceiling, Venetian blinds, light fixtures, ceiling fans, lockers, furniture, wall decorations, floors, baseboards, interior/exterior windows, and window sills are clean and free of dust. Floors will be waxed, buffed, or vacuumed. Drapes will be hung neatly and orderly. Clothing will be stored in a neat and orderly manner. Approval of self-help projects for improving room appearance or alterations must be obtained from the Base Civil Engineer through the Dorm Manager/First Sergeant.
- 2.10. Keep refrigerators clean (to include door seals), orderly, and defrosted. Refrigerators will be steady and level at all times. Food and beverages are authorized in the dorm, but perishable foods must be kept in the refrigerator when not being consumed. Cleaning utensils will be kept clean at all times. All other consumables will be stored carefully and neatly so as not to create an unhealthy environment.
- 2.11. Residents are permitted to use the following electrical equipment: radios, electric clocks, stereo equipment, phonographs, televisions, computers, and desk lights.
- 2.12. Keep lockers, furniture, rugs, and authorized electrical equipment arranged in an orderly fashion. Furniture will not be moved from room to room without prior approval of the First Sergeant and/or dorm Manager. Furniture will not be moved from dorm to dorm without prior approval of the First Sergeant and/or Dorm Manager.
- 2.13. Use personal furniture and equipment in dorm rooms after obtaining approval from the Dorm Manager and/or First Sergeant. Personal furniture items including rugs will be kept clean and in good repair and will be inspected regularly. Squadron Commanders and First

Sergeants will ensure cleanliness of personal furniture during inspections and direct removal/cleaning at the owner's expense, if required.

- 2.14. All pictures, posters, and similar wall displays used will be in good taste and attached to the wall in a manner that does not damage the wall. Nude posters will not be openly displayed at any time.
- 2.15. Residents are permitted to store and consume alcoholic beverages in their dorm rooms only if both room occupants are 21 years of age.
- 2.16. Permanently mark high value and easily pilferable items, i.e., televisions, stereos, radios, computers, and sports equipment. Items should be marked with the full name and social security number of the owner. Obtain Operation Crime Stop material and information from your squadron representative. Security Forces will provide technical assistance in this program as needed.
- 2.17. Residents will remove all structural alterations to the room before being relieved of responsibility for the room. Whenever a roommate desires that the structural alterations remain, he/she may accept the alterations and the responsibility for them by signing a statement to that effect.
- 2.18. Ensure the room fixtures and furnishings are clean and in proper repair at final inspection by the First Sergeant or dorm manager before being relieved of responsibility for the room.
- 2.19. Upon out-processing/termination, any loss/damage other than reasonable wear and tear will be documented and restitution action will be completed. Individuals will not occupy rooms after the termination inspection and final out-processing.
- 2.20. All residents will strictly adhere to all rules and requirements set forth in this instruction.

3. Standards for Dorm Rooms.

- 3.1. Interior Painting: Interior painting must be authorized by AF Form 332, Base Civil Engineer Work Request. Materials can be obtained at the Self-Help Store. Dorm Managers and First Sergeants must coordinate.
- 3.2. Furnishings: The furniture issue for each room will be provided by the Air Force in accordance with TA 414 and Base Quarters Improvement Plan. Occupants may provide their own furniture or furniture in addition to the basic issue provided:
 - 3.2.1. Space is available within the room.
 - 3.2.2. It does not damage government property.

- 3.2.3. It does not require the removal of wall lockers and there is sufficient room in dorm storage rooms to store any items of the basic issue that are removed from the room.
- 3.3. Appearance: Articles displayed on shelves, desks, or elsewhere will be arranged in an orderly manner. Drawers, lockers, or closet doors will be closed. The contents will be neatly arranged. Books, magazines, and other articles will be neatly arranged. Beds will be made. Trash containers will be emptied frequently so there is no excessive accumulation of discarded materials. Floors will be clean, i.e., waxed, buffed, or vacuumed. Trash containers must be constructed of noncombustible material.
- 3.4. Room Decoration: Dorm occupants are allowed to decorate their assigned room with dorm manager approval. Posters and pictures may be hung provided they are in good taste. Do not hang or affix decorations from ceiling. Attaching combustible decorations to light fixtures or fire alarm equipment is prohibited. Rooms must be returned to original condition before quarter's termination.

4. Standards for Hallways, Lounges, Dayrooms, and Other Dorm Areas.

- 4.1. Painting: Frequency of painting in these areas will be on an as required basis.
- 4.2. Furnishings: The items placed in these areas depend upon the purpose and utilization plan for a particular area. Only storerooms and janitor closets will be used for storage. Lounges/dayrooms will be furnished in accordance with the items authorized for these areas in TA 414 and the Base Quarters Improvement Plan, and will be in a good state of repair. Contents of storage rooms will present an orderly appearance.
- 4.3. Cleanliness: Floors will be waxed, buffed, or vacuumed. Lounges and dayrooms will be maintained in the same standard of neatness as individual rooms. Latrines and laundry rooms will be clean and sanitary, and will not be used for storage. Plumbing fixtures and exhaust systems will be maintained in a state of good repair, i.e., clean and free of soap residue and accumulated lint. Where carpet is used, it will be clean and vacuumed.
- 4.4. Stairwells: Stairs will be free from obstruction and debris. Stairwells and space under stairs will not be used as storage areas.
- **5. Room Assignments.** Dorm rooms are assigned based on Date Arrived Station (DAS). Dorm Managers will ensure that new arrivals receive a room that is in inspection order and has clean linen. As required, members will share rooms starting with the lowest ranks and date-of-rank on a space available basis. Males and females will not share semi-private bathroom facilities with one another or share room assignments. E-5s and above will not share rooms if at all possible. Supervisors will not share a room or bathroom with a person they rate.
 - 5.1. Arrangements for personnel arriving after normal duty hours are the responsibility of the individual's sponsor/supervisor. The sponsor/supervisor will contact the respective dorm manager 30 days prior to individual's arrival to project a room vacancy at the time of arrival. If a room is projected to be open, the sponsor/supervisor can pick up room keys 1-5 days prior to arrival and set the individual up in their room. The sponsor/supervisor must bring the individual to the dorm manager's office the next duty day to follow check-in-procedures

as detailed in section 6 of the Resident's Guide.

- 5.2. Once assigned quarters, members will be considered permanently housed and remain in that unit unless promotion entitles the member to different quarters and quarters are available.
 - 5.2.1. Promotion moves are considered permissive moves and member will not be reimbursed for moving expenses. Promotees can put their names on a waiting list 30 days prior to their promotion. When a room is offered to a promotee they must have at least 120 days left on station prior to making a permissive move.
 - 5.2.2. There is no facility/room personal preference option or turndown option. If a member refuses room assignment, the member's TLA will be terminated that day and member's name will be placed at the bottom of the waiting list.
 - 5.2.3. All E1-E6 personnel residing in dormitories will be housed by unit. Unit integrity is defined as all personnel from a single unit residing in an Airmen or NCO dorm housed in a contiguous block of rooms. With the exception of the SNCO and officer dormitories, unit integrity will be the first consideration.

6. Check-In Procedures:

- 6.1. Incoming personnel will receive room assignment through their dorm manager during normal duty hours.
- 6.2. The assigned member will be briefed on dorm rules, responsibilities, and standards of conduct. The occupant will then sign a dorm Standards of Conduct memorandum (see **Attachment 2**).
- 6.3. The assigned member and dorm manager will jointly conduct and inventory the contents/condition of the room and record on AF Form 228 (Furnishings Custody Receipt and Condition Report). Annotate any observed room discrepancies on the inventory sheet along with a count and assessment of all furnishings in use.

7. Check-Out Procedures:

7.1. Dorm occupants will notify their dorm manager of PCS no less than **30** days in advance of departure. Dorm occupants must clear their rooms NET 10 days and NLT 5 days prior to their port call. The occupant must schedule a pre-inspection with the dorm manager two weeks prior to the expected check-out date. During this inspection, needed repairs and cleaning standards will be discussed and documented on Dorm Room Inspection Checklist (see **Attachment 3**). The dorm manager will report obvious negligence or abuse to the occupant's first sergeant immediately. If damage exceeds reasonable wear and tear, the occupant may be held financially and otherwise responsible.

7.2. Prior to final out-processing, the occupant must make an appointment for final room inspection. On the final day, the dorm manager, occupant will conduct a room inspection and inventory. The dorm occupant is responsible for ensuring the room is cleaned for final inspection IAW Dorm Room Inspection Checklist (see **Attachment 3**). If you hire a private maid to clean your room, it is the member's responsibility to correct noted discrepancies. The dorm manager will not make arrangements for the maid to correct discrepancies; this is solely the member's responsibility. Failure to comply with final out-processing procedures could result in delay of PCS.

8. Dorm Policies:

8.1. Dorm Name Tags: All rooms will have a name tag posted next to the door of each occupied room. Residents will not use stickers, decals, or other like items to decorate their room doors, windows, etc. Name tags will be standardized throughout the dorm and will include the following information: (1) Name/Rank (2) Unit/Section (3) Duty Phone (see **Attachment 4**).

8.2. Resident Paid Services:

- 8.2.1. Telephone: Dorm residents may have private telephone lines activated in their room at their own expense.
- 8.2.2. Cable Television: Occupants can connect their television to local cable service at no charge. Premium channels are available for a monthly charge and require a cable box for access.
- 8.2.3. Internet: Occupants can sign up for DSL internet service for a monthly service fee.
- 8.2.4. Housekeeping: Occupants may choose to use housekeeping services for their dorm room. Service is optional for all residents. The dorm manager will handle the initial request to start service and the resident will pre-pay the housekeeper to start the service. Prices vary based on rank (see **Attachment 5**). Housekeeping service can be started or stopped at any time. Residents will notify the dorm manager or the Housing Office of any problems with the housekeeping service. The dorm manager or Housing Office will act as a liaison between residents and their respective housekeeper and will mediate any disputes that may arise.

8.3. Vehicles:

- 8.3.1. Parking: No automobiles, to include motorcycles and mopeds, will be parked on sidewalks, grass, or seeded areas. Every effort will be made to ensure abandoned vehicles are quickly reported and removed from the lot.
- 8.3.2. Maintenance: Vehicle maintenance, other than cleaning and waxing, is not permitted on dorm premises. Maintenance work will not be performed within any dorm room. Rooms cannot be used as maintenance shops or storage areas.

- 8.4. Bicycles: Bicycles will be locked at the bike racks provided. Bicycles may be stored within a resident's room with the concurrence of the roommate. Bicycles will not be stored under staircases, in hallways, or entryways. Bicycles will be registered through Security Forces Squadron. Abandoned bicycles will be tagged and disposed of if not claimed.
- 8.5. Storage Room: Temporary storage space may be available for personnel. Obtain storage room keys from the dorm manager. Excess belongings not required for normal day-to-day living, will not be stored in dorm living space. Storage items must be properly tagged with Name, Rank, Squadron, Room Number, and DEROS for identification. Do not store automotive parts, motorcycles, fuel, paints, gunpowder, car batteries, flammable items, etc., in the storage room.

9. Prohibitions:

- 9.1. Weapons are not permitted in the dormitories. Weapons, include but are not limited to, fireworks, firearms, pellet guns, crossbows, bows and arrows, ammunition, spears, chains, knives with blades exceeding 6 inches, nunchaku fighting sticks, throwing stars, and similar types of weapons. Dorm manager must approve ornamental items. Exception: Personnel issued weapons during contingency exercises are authorized to keep weapons in their quarters until termination of the exercise, to include maintenance personnel accomplishing work in dormitories.
- 9.2. Pornographic material: Pornographic is defined as, but not limited to, graphic display that shows genitalia or pubic hair, and obscene, racist, sexist, or materials likely to incite violence or disorder.
- 9.3. All dormitories on Kunsan AB are designated as "Tobacco Free" as such; all occupants will comply with the following rules.
 - 9.3.1. No smoking, dipping or chewing is allowed in any part of the building. These areas include doorways, walkways, and stairwells.
 - 9.3.2. The 8 FW/CC authorizes use of tobacco products only in outside areas that have been designated/approved for tobacco use. The tobacco use policy also applies to all guests. Dispose of cigarette butts in the cans provided.
- 9.4. No person under the age of 21 years may consume or have alcoholic beverages in his/her possession. All occupants must be 21 years of age or older to do so.
- 9.5. Pets, other than fish, are not authorized in the dorm.
- 9.6. Cohabitation. Outside the scope of room mates and the official visitor policy, cohabitation of 8 FW personnel is prohibited.
- 9.7. Access to roof areas is strictly prohibited.

10. Inspection Program: The following inspections will be accomplished, as a minimum:

AMN Quarters: 100% coverage per building per month

NCO Quarters: 100% coverage per building per quarter

SNCO/Officer: N/A

Spot inspections will also be accomplished for compliance to health, morale, and welfare concerns. All common areas will be inspected monthly. Anything requiring a supervisor's attention will be immediately referred to the member's first sergeant for appropriate action.

- 11. Fire Prevention and Safety: The Kunsan Fire Prevention Program (8 FWI 32-2001) is an integral part of the Wolf Pack's safety program. You are responsible for compliance with the instruction and will be held accountable for all damages due to negligence, misuse, or a willful intent to destroy government property while occupying unaccompanied housing. All occupants will sign a Fire Prevention memorandum (see Attachment 6).
 - 11.1. All fires or suspected fires will be reported whether or not damage is actually incurred. If you discover a fire or an emergency, activate the fire alarm to alert others to get out of the building. The following methods will be used to report fires and initiate evacuation procedures:
 - 11.1.1. Manually activate a fire alarm pull station.
 - 11.1.2. Use public address system, or shout "FIRE, FIRE, FIRE."
 - 11.1.3. Dial 911 from a safe location or another building and provide the following information: 1) Building number and location, 2) What is burning, and 3) Your name and telephone number
 - 11.2. Cooking appliances (hot plates, electric skillets, George Foreman Grills) can only be used in kitchens. Never leave cooking unattended for any reason! Only Underwriter's Laboratory (UL) approved microwaves and coffee makers placed on noncombustible surfaces are authorized in resident rooms without kitchenettes. Any other appliances are prohibited.
 - 11.3. Incense will not be burned in the dorms. Candles are allowed for decorative purposes only. Candles that have been lit at any time are not authorized. Any items found not in compliance with these requirements will be confiscated.
 - 11.4. Gasoline, paint, or other flammable or combustible liquids will not be stored in individual rooms.
 - 11.5. Extension cords will be of equal or larger size wire as the appliance being served and

not more than 10 feet in length. Refrigerators and microwaves will be plugged directly into outlets. Use of extension cords for these items is prohibited. Do not use an extension cord for permanent use. Only surge protectors with a built-in circuit breaker can be used.

- 11.6. Flexible cords will not be spliced or taped. They should not be fastened to or extended through walls, closeable doors or placed under rugs or mats.
- 11.7. Use fire extinguishers carefully. You should know how to operate them and use them only for combating fires. They are not toys and can cause significant injuries to people and can destroy furniture and personal belongings.
- 11.8. Fire drills are required annually. When the alarm sounds, residents will immediately evacuate and go to a designated safe area. Dorm managers will ensure evacuation plans/maps are posted throughout the building. If a resident fails to vacate a room during a fire alarm, the Fire Department will notify that resident's First Sergeant.

12. Dorm Maintenance

- 12.1. Facility Maintenance Procedures: Report to the Dorm Manager issues related to building and installed equipment. Dorm Managers will maintain a work order control log for all work requests and review open work orders each week.
- 12.2. Appliances: Base Civil Engineer is responsible for the maintenance, repair, and replacement of Government-owned appliances used in dormitories. Report requests for repairs to the dorm manager.
- 12.3. Keys: Residents who lose their keys or lock their keys in their room during duty hours will contact the Dorm Manager or 8 CES Housing Flight. During non-duty hours, residents will follow lock-out procedures posted on the bulletin board or call 782-8CES. It is the responsibility of the dorm manager and/or 8 CES Housing Flight to unlock the resident's door.
 - 12.3.1. If a resident loses his/her key, the dorm manager may issue a replacement after he/she ensures there is at least one extra key for the room. The dorm manager must also receive a copy of the DD Form 1131 Cash Collection Voucher from finance for the sum of \$5.00.
 - 12.3.2. Residents will be charged a \$55.00 re-coring fee via DD Form 1131 for two or more key losses.

13. Visitation Procedures:

13.1. Visitation is authorized 24 hours a day, provided that other occupant's right to privacy and quiet are respected.

- 13.2. When a roommate is present, permission will be granted before allowing a guest to enter the room.
- 13.3. Occupants will be responsible for their guest's conduct while in the dorm. Dress, language, courtesy, and general behavior will adhere to social standards.
- 13.4. No one under 18 years of age is authorized in the dorm unless they are active duty, escorted by parent or guardian or with permission from the commander or First Sergeant.
- 13.5. Pre-approved visitor(s) or dependent(s) of military members who are assigned to single occupancy rooms may visit and stay in the room with the sponsor for up to 30 cumulative days. Occupants must complete a visitation letter for which your commander and/or 8th Security Forces Squadron will give advance authorization to temporarily reside on Kunsan AB beyond the daily curfew limits (see **Attachment 7**). In case of shared rooms, the roommate's prior and continued consent is a prerequisite for visitation. Pre-approved visitor(s) may include relative(s), friend(s), guest(s) or significant others. Children under the age of 6 may not reside in base quarters during combat employment readiness exercises or inspections.
- **14. Bulletin Boards:** All dormitories will maintain a bulletin board in a prominent location. It will contain, as a minimum: Air Force, PACAF, and Kunsan AB instructions pertaining to dormitories, Bay Orderly Schedule, Duties of Bay Orderlies, Fire & Safety Guidelines, emergency phone numbers, Visual Aids for the Wing Inspector General and Chaplain Staff. Ensure that required directives are posted, i.e. AFI 90-301.
- **15. Dorm Council:** Dorm councils will be established for each Airmen and NCO dorm to represent personnel living in the dormitories. Council personnel should be made up of a volunteer representative from each squadron residing in the dorm. These Dorm Councils will be co-chaired by the unit First Sergeant and Dorm Manager. Each council will establish/develop a charter. First Sergeant is responsible to ensure dorm council reps are appointed and the charter is up to date. Dorm Councils keep the unit commander informed of the desires and complaints of the occupants and serve as a communications channel between occupants and the wing leadership. If you would like to be a part of your Dorm Council please see the dorm manager or your squadron First Sergeant.

15.1. The Council may:

- 15.1.1. Set accountability standards within the dorm and assist the commander in maintaining conformance to those standards.
- 15.1.2. Represent residents' proposals of ideas and plans to enhance livability of the dorm.
- 15.1.3. Identify irritants that detract from the livability of the dorm and make recommendations to the unit first sergeant or commander, or the Wing Command Chief.

- 15.1.4. Keep the unit commander informed of the desires and complaints of occupants and serve as a communications channel between occupants, the group commander, and the Wing Command Chief.
- 15.1.5. Propose agenda items in advance for each monthly meeting and post them on the dorm bulletin board for the information of all residents, in order to ensure optimum results. Members of the council at the meeting may present additional agenda items.
- 15.1.6. Post the Dorm Council minutes on the dorm bulletin board and forward a copy of the minutes to the Wing Command Chief and unit First Sergeant.
- 15.2. The Wing Dorm Council will meet on a quarterly basis. This meeting will be chaired by the Wing Commander, Vice Wing Commander, or Wing Command Chief. All Group Superintendents, First Sergeants, Unaccompanied Housing Officer/NCOIC, Dorm Managers, and Dorm Council reps are required to attend. Minutes will be maintained and any required action items will be tracked to completion.

Bay Orderly Responsibilities

Bay Orderly shifts are from **Tuesday through Monday of the following week, which is to include Saturday and Sunday. Duty hours are from 0800-1700 hrs on weekdays and 0800-1200 hrs on weekends**. Each additional day except for the weekend and holidays, Bay Orderlies are to report to the dorm manager's office each morning to be informed of any special directions or tasks that need to be completed. Bay Orderlies will go to lunch from 1200-1300 hrs. During duty hours bay orderlies are not to be in their rooms unless told so by the dorm manager or on lunch. The bay orderly is not released at the end of the duty day until cleared by the dorm manager.

1. Outdoors:

- a. Do a complete and thorough sweep of perimeter of building picking up all trash and cigarette butts from edge of building to the street, sidewalk, and parking lot.
- b. Empty all butt cans in designated smoking areas and make sure no cigarette butts remain on the ground. Use water to cool any hot ashes prior to empting butt cans.
- c. Sweep bike racks clearing away all grass.
- d. Conduct a minimum of 2 walk a rounds each day, preferably first thing in the morning and near the end of the duty day.
- e. Return shopping carts to BX/Commissary.

2. Stairs:

- a. Sweep exterior stairwells. Use a broom to knock down all spider webs in corners of stairwells and in the railings.
- b. Interior stairs: with a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on walls and steps. Wipe dust from rails with a sponge
- c. Mop interior stairs

3. Laundry Room:

- a. Wipe down machines and tables thoroughly.
- b. Sweep floor making sure to get between and behind all washers and dryers. Ensure there is no trash, clothes or lint left on the floors behind any of the machines. Replace any vent hoses as needed.
- c. Clean windows and window seals and take out trash.
- d. Wipe down vents on the air conditioner.

4. <u>Dayrooms:</u>

- a. Straighten out and wipe down furniture.
- b. Vacuum floors and take out trash.

5. Kitchen:

- a. Clean out sink and wipe down counter tops.
- b. Remove burners from oven top and wipe out drip pans and oven top.
- c. Remove oven racks and soak in hot water as necessary.
- d. Clean out oven removing all grease from inside oven. If using the self-cleaning portion you must stay in the kitchen until completed. Inspect/Clean Filter in exhaust hood.
- e. Clean off all table and chairs in kitchen.
- f. Sweep and mop floor or if there is carpet in kitchen be sure to vacuum.
- g. Take out trash.

6. 1st Floor Lobby and Hallway:

- a. Wipe down and clean vending machines.
- b. Sweep and mop floors. Change out old mop head (when needed) with new one and mop floor.

7. Hallways:

- a. If any residents have left personal trash in the hall outside their door **DO NOT** take it out, better yet inform dorm manager and let them handle it.
- b. Dump all the water from the dehumidifiers and make sure they are all plugged in and working. Report any non-working dehumidifiers to the dorm manager.
- c. Clean all windows in the building. Any signs on resident's doors other than name tags take them down and take them to the dorm manager's office. With a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on the walls. Vacuum all halls.
- d. Remove all signs not put up by the Dorm Manager. Example: Signs advertising parties or get gatherings.

8. <u>Community Latrines:</u>

- a. Empty all trash, stock paper towels and tissue paper.
- b. Clean the sinks, mirrors, and toilets.
- c. Sweep and mop the floors.

9. Janitor Closets:

- a. Remove any items that are not used for cleaning the DORM.
- b. Place all mops with the handles down.
- c. Ensure all chemicals have caps and are tightly closed.
- d. Clean sinks and sweep out closets.

10. Recycling Containers:

- a. Empty recycling containers daily, separate recyclables as necessary.
- b. Place clear bags in containers.
- c. Take recyclables out to large green containers near trash collection point.

11. General Appearance:

- a. Check doors to ensure they are not blocked or chalked open.
- b. Report any damage such as leaking washer, clogged sinks etc to Dorm Manager.
- c. Check hallway and common area lights; replace any that are burn out.

Dorm: Room:	Duty Phone:	Home Phone:
Printed Name	Dates:	Dorm:
Bay Orderly Signature	_	Dorm Manager Signature

MEMORANDUM FOR: DORM OCCUPANT

FROM: 8 CES/CEH

SUBJECT: DORM Rules

- 1. Welcome to Kunsan AB. We hope you will find these accommodations adequate during your tour. The base leadership realizes adjusting back to dorm life is difficult for some people. Rest assured we will do everything possible to make sure you have a nice place to come home to when the workday is done.
- 2. As with all government provided quarters, we have some simple rules and standards that you will need to acknowledge and abide by while you reside in this dorm. This is your home! Each person has a responsibility to ensure that your dorm is not abused by anyone. The Dorm Occupant Handbook outlines these responsibilities and rules. Almost all standards are based on common sense, respect, and consideration for your fellow occupants.
- 3. **Quiet hours are 24 hours a day in all dorms**. These hours are enforced due to the high amount of shift workers. REMEMBER, YOUR OFF DUTY HOURS MAY BE ANOTHER OCCUPANTS TIME TO SLEEP. Please inform a resident if they are not abiding by the quiet policy. Repeated offenses should be brought to your First Shirt.
- 4. E-6 and below accomplishes dorm cleanup by pulling Bay Orderly detail.
- 5. Dayrooms and other common areas are for the enjoyment of residents and their guests only. It is EVERYONE'S responsibility to ensure these areas are kept neat and clean, and that the equipment is taken care of by all. The last person out of the dayroom should turn off the TV, VCR, and lights. If you move any of the furniture around, return it back to its original position. DO NOT UNDER ANY CIRCUMSTANCES TAKE ANY COMMON AREA FURNITURE INTO YOUR OWN ROOM. This furniture is for everyone's use, not just your own.
- 6. Your dehumidifier should be kept running during the summer! These dehumidifiers help reduce mold growth in your room. Empty the water that is collected as well as clean the filter on the back at least twice a week.
- 7. You cannot at anytime remove or add furniture to your room without the consent of your dorm manager (DM) who will update your inventory. Your inventory must remain accurate so you don't end up paying for missing furniture when you PCS. Also let your DM know if any item breaks in your room. Do not just throw it out or again you will pay for the item.
- 8. REMEMBER: 1) Keep your room straight 2) Keep the noise to a minimum 3) Keep the common areas clean 4) Respect your friends and neighbors 5) Follow the fire prevention rules. You have but a short time here, make the most of it.
- 9. **Damage to rooms will be paid by occupant prior to PCS**. Clearance inspections will be conducted by Dorm manager, issued lien will need to be return or you will be charged for replacement.

SIGNATURE	Bldg # Rm #

DORM ROOM INSPECTION CHECKLIST



REFRIGERTATOR

- 1. Unplug refrigerator and defrost freezer. Do not use sharp objects to remove ice buildup.
- 2. Clean interior. Wipe down with mild soap. Clean beneath drawers and trays.
- 3. Clean seal and exterior. Remove all stains, stickers, and magnets.
- 4. Move refrigerator and clean floor and wall behind it.

MICROWAVE

- 1. Clean interior. Remove turn table and wipe down removing all food debris and stains.
- 2. Wipe down exterior.

GARBAGE CANS

- 1. Remove trash.
- 2. Remove residue from the inside and outside of the cans.

FURNITURE

- 1. Remove stains from furniture.
- 2. Dust with furniture polish.
- 3. Empty and wipe out drawers.

WINDOWS

- 1. Clean interior glass.
- 2. Clean window track.
- 3. Wipe down window sill.

WALLS

- 1. Remove all nails, tacks, and screws
- 2. Fill in holes with spackling.
- 3. Remove stickers.

LAMPS

- 1. Ensure all lights are operational. Obtain bulbs from Self Help.
- 2. Dust lamp shade and clean lamp base with Windex.

FANS

1. Remove all dust from blades and covers.

FLOORS

- 1. Vacuum carpet.
- 2. Sweep and mop tile floor.
- 3. Clean baseboards.

VANITY AREA

- 1. Clean sink and counter.
- 2. Clean mirror.
- 3. Remove items from under sink and clean the cabinet.
- 4. Clean medicine cabinet.

TOILET

- 1. Clean bowl with scouring powder and bleach. Remove all stains.
- 2. Clean seat removing all stains from top and bottom.
- 3. Clean exterior of toilet including area under the tank and around basin.

SHOWER

- 1. Remove all soap scum and stains from tub and tiles or from shower stall. Bleach works well on mildew and scouring powder works well on soap scum.
- 2. Clean grout. Use a brush and scouring powder.
- 3. Replace shower curtain. Obtain a new one from Self Help.
- 4. Clean faucets and drain. They should be clean and free of build-up.

LINEN

- 1. Exchange old linen and pillow at Linen Exchange. Current hours are Mon-Fri 0800-
- 2. Place at the foot of the bed.

SOILED CURTAINS AND/OR CARPET

- 1. Curtains can be dropped off at linen exchange. Do this a week in advance.
- 2. Carpet cleaners can be signed out at Self Help.

COMMONLY MISSED ITEMS

- 1. If you use stick up air fresheners, remove them completely.
- 2. Clean area under refrigerator.
- 3. Clean on top of wall lockers and entertainment centers.

DOOR NAME TAG SAMPLE

Your Name

Bldg XXX Room XXX

Squadron Name

Duty Phone: 782-XXXX

DEROS: Month Year

DORM HOUSEKEEPING SERVICES AVAILABLE

We know that you've had a full day and the last thing you'd like to do is to clean your room or wash your laundry. Lessen your load and request housekeeping services!

We have 4 different housekeeping services for you.

Full service: Full service includes washing dishes, laundry(washing/ironing), shining shoes, cleaning and vacuuming your room, defrosting refrigerators, washing windows, cleaning bathrooms, making the bed, and exchanging linen.

Partial Service: The housekeeper will shine boots plus do the laundry (including your uniform) and iron, every Mon, Wed, Friday a week.

Selective service: This is where you make an agreement with the housekeeper to provide the cleaning services needed. Please tell us what you want and we'll do it for you.

Inspection Service: The housekeeper will clean your room properly for your clearance letter before you PCS. You're guaranteed to pass the housing out-processing inspection.

All services and fees are based on your rank (room size) and need (selective service). If you have any questions, please call housing office at 782-4088.

Grade/Bldg	Full	Partial	Inspection
Lt Col, Col 201 - 219	\$45	\$30	\$50
Lt Col, Major 223, 224, 225, 226	\$40	\$27	\$40
Capt 339, 342, 340	\$40	\$27	\$40
Lt 344, 346	\$35	\$25	\$30
C/SMSgt, MSgt 1245, 1247, 1262, 1264	\$33	\$23	\$30
Below E - 7	\$25	\$20	\$20

The above housekeeper wage rates are for every 2 weeks.

MEMORANDUM FOR ALL DORM OCCUPANTS

FROM: 8 CES/CEH

SUBJECT: Fire Prevention

- 1. Kunsan's Fire Prevention Program (8 FWI 32-2001) is an integral part of the Wolf Pack's safety program. You are responsible for compliance with the instruction and will be held accountable for all damages due to negligence, misuse, or a willful intent to destroy government property while occupying government quarters on Kunsan Air Base.
- 2. Smoking in Dormitories is **PROHIBITED!** This includes all rooms, day rooms, kitchens and all interior/exterior stairwells. Only use designated smoking area for your dorm. Ensure all smoking material is disposed of properly.
- 3. Candles or incense are not authorized for use in dormitories. Any sign of use, such as a burnt wick, is considered burning and will be dealt with accordingly.
- 4. Do not use an extension cord for permanent use. Only surge protectors with a built in circuit breaker can be used. Check your cords to make sure they do not have any exposed wires; spliced cords should be discarded. Do not run cords or wires across any doorway/walkway.
- 5. Cooking appliances (hot plates, electric skillets, George Foreman Grills) can only be used in kitchens. If a room does not have a kitchen, use the common area kitchen. Never leave cooking unattended for any reason!
- 6. If you discover a fire or an emergency, activate the fire alarm to alert others to get out of the building. If the fire alarm activates, **ALL OCCUPANTS MUST EVACUATE** the facility immediately and go to the designated evacuation rally point for your dorm.
- 7. Dial 911 from a safe location (a nearby building) and provide the building number, location of fire or emergency, your name and a call back number. Do not hang up until told to do so.
- 8. Use fire extinguishers carefully. You should know how to operate them and use them only for combating fires. They are not toys and can cause significant injuries to people and can destroy furniture and personal belongings.

I understand the fire prevention responsibilities and understand that I will be held accountable for my actions for any damage to government property assigned to me.

BLDG#	ROOM#

SAMPLE VISITATION LETTER

MEMORANDUM FOR 8	3 CES/CEHD			Date
FROM:				
SUBJECT: Spouse DOR	M Visitation Reques	t		
I request all parties ack AB. Pending approval, I	knowledge that my spintend to have my sp	ouse/children	, will v stay with me in my DORM room.	isit me at Kunsan
Dorm #	, Room#	on the	e following dates:	
Arrival Date:		Departure D	ate:	
2. If approved, I understa	nd that my spouse/cl	nildren may st	ay with me in my dorm room no more	than 30 days.
room and common area fa spouse/children visitation 4. If, I have a roommate/ mate(s) to allow my spou	acilities. If room insp does not exempt me bathroom mate(s), I use/children to stay in	pections or ma understand tha our DORM re	ers have priority over my spouse/childrintenance is required in my room, I und t I must secure approval from my room oom. I also understand my roommate/b to remove my spouse/children from the	derstand my nmate/bathroom pathroom mate
	Date		Requester's Printed Name & Sig	nature
	I retain the right to r	revoke this cor	ren to stay in our room during the perionsent at any time. If I intend to revoke tt.	
	Date	;	Suitemate/Roommate's Printed Nam	ne & Signature
Commander's/First Serge	ant approve/disappro	ove request:		
	Date		CC/First Sergeant Printed Name	& Signature