



**DEPARTMENT OF THE AIR FORCE**  
**8<sup>th</sup> Civil Engineer Squadron**  
**APO AP 96264-2018**

**MEMORANDUM FOR DORMITORY OCCUPANT**

**FROM: 8 CES/CEAC**

**SUBJECT: Dormitory Rules**

1. Welcome to Kunsan AB home of the Wolf Pack. We hope you will find these accommodations comfortable during your tour. It is the mission of every Airmen Dormitory Leader (ADL) to provide you the best accommodations possible. Your help is necessary in maintaining this goal by following the rules outlined below. All of these rules our common sense and will be enforced to the maximum extent possible. Please reference the 8 FW Dormitory Handbook for further clarification on any of these items.
2. **Quiet hours are 24 hours a day in all dorms.** These hours are enforced due to the high number 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.
3. 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.**
4. Your dehumidifier should be kept running during the summer months (May-October). These dehumidifiers help reduce mold growth in your room. It is your responsibility to ensure your room is mold free. If you leave your room for more than a week, YOU need to inform your ADL and find someone to ensure the dehumidifier is emptied.
5. Do not tamper with smoke detectors or door closure devices. These items are there for your safety and are required by law.
6. You cannot at anytime remove or add furniture to your room. Deviations to this rule will be granted on a case by case basis. Your inventory must remain accurate so you don't end up paying for missing furniture vacate your room. If a piece of furniture breaks let your ADL know. **You will be charged for missing furniture prior to PCS.**
7. **DO NOT TRASH YOUR ROOM.** If something breaks in your room, notify your ADL as soon as possible so a work order can be placed to fix it. Do not wait until you are moving out to have items in your room replaced or fixed. **Damage to rooms from abuse or neglect will be paid by occupant prior to PCS.**

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**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE**

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**Bldg #**

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**Rm #**