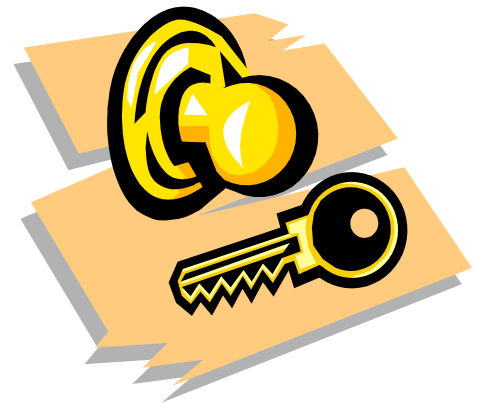


UNACCOMPANIED HOUSING RESIDENT GUIDELINE HANDBOOK



DOVER AIR FORCE BASE

Welcome to Dover AFB Unaccompanied Enlisted Personnel Housing (UEPH). We are honored to have you stay in our quarters, and we will do everything we can to make your stay a pleasant one.

As UEPH residents you are our customers and it is our goal to ensure your quarters are as comfortable, clean, and safe as possible.

If you have any problems or concerns during your stay in our facilities, please contact your UEPH manager (Airmen Dormitory Leader).

Please be assured we are dedicated to providing you with quality service.

Note: This brochure will provide you with useful information during your assignment at Dover AFB.

Quick Reference Telephone Numbers:

Fire Reporting.....	911
Crime Stop.....	6666
Ambulance.....	911
Base Directory.....	0
Hospital Appointments	730-4633

For Cable/telephone service:

Comcast Cable: 674-3440
Verizon Telephone: 1-800-942-5000

Dorm Council Members:

Chairperson:
Vice Chairperson:
Recorder:
Treasurer:

Dormitory Managers' Assistance Guidance

If you require assistance, your Airmen Dormitory Leader can be contacted daily from 0730 to 1630 hours at the numbers below.

Personnel are on stand-by from 1630 – 0730 hours. Please notify your UEPH Manager of any problems that may occur in your room. If an emergency maintenance situation arises after normal duty hours or on weekends please notify the Emergency Service call desk at x**2856**. They will contact the appropriate individual on standby.

Dormitory Management Office Locations

BLDG	LOCATION	PHONE#
600 (Superintendent)	2 nd Floor	
414 (Airmen Dormitory Leaders Main Office)	Dayroom Office	x 2074

DORMITORY LOCKOUTS

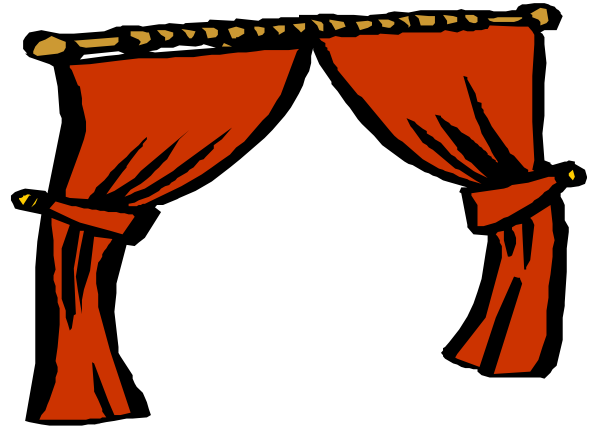
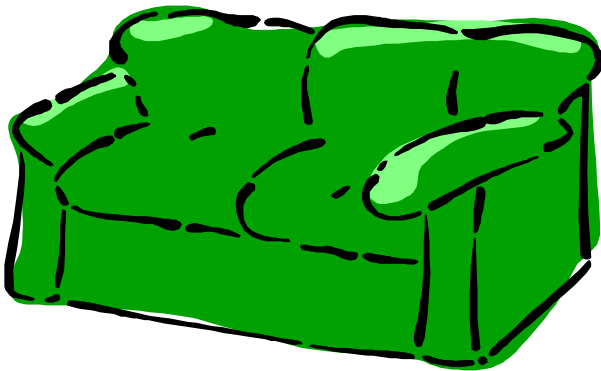
If you are locked out between the hours of 0730 and 1630, (M-F) contact your UEPH Manager. After normal duty hours or on weekends call the Emergency Service call desk at x**2856**. Please allow the individual on standby time to respond.

YOUR ROOM'S DECOR

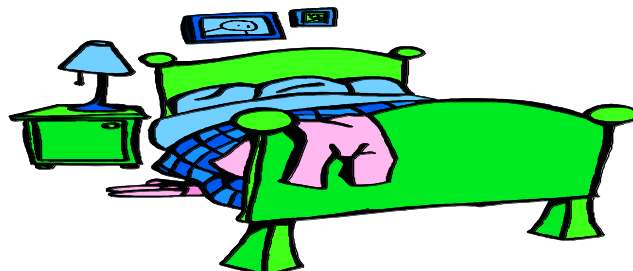
PAINING AND FURNISHING YOUR ROOM:

You are encouraged to decorate your room as you like. Wall decorations and pictures must be in good taste.

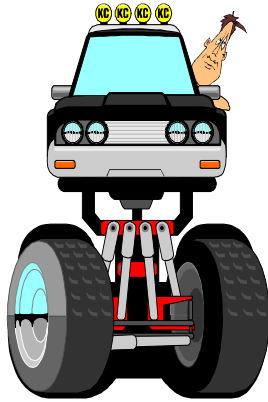
If you wish to paint your room, you must choose colors contained in AMC Standards. Contact your Airmen Dormitory Leader for choices.



It is permissible to use your personal furniture, but government furniture must stay in your room. If you need to store personal furniture, see your Airmen Dormitory Leader. Excess furniture can be stored at government expense. **Please ensure furniture is arranged in a way that does not hinder evacuation during and emergency.**



MOTOR VEHICLE AND BICYCLE PARKING



Motorcycles, mopeds or any vehicle containing gasoline must be parked in an approved designated vehicle or

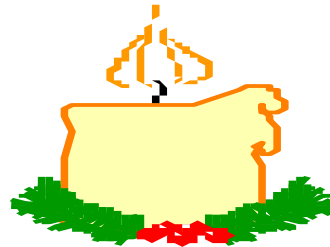
motorcycle parking area only. at all Motor vehicles shall not be parked: on sidewalks, in front of driveways, within 15 feet of a fire hydrant, in a posted or marked fire lane, along side or next to any building in a manner to hinder fire fighting operations, in official designated parking area, upon any lawn area, maintained field, playground or other area not used for motor vehicle traffic. Bicycles will not be locked to any portion of a building, permanent fixtures or picnic tables and lawn furnishings provided at the dormitories.

SMOKING POLICY



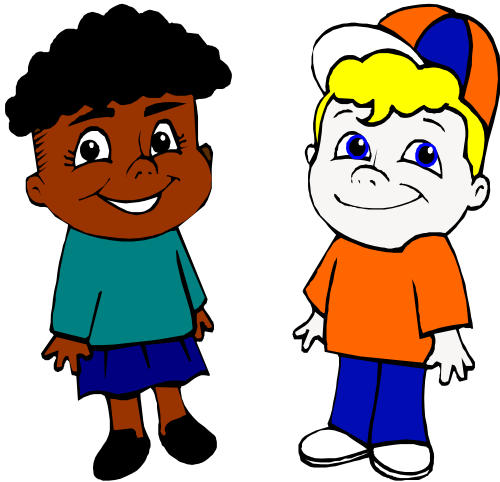
There is Designated smoking areas in each dormitory. There is NO smoking in your Assigned room or balconies.

CANDLES AND INCENSE



The use of candles and burning of incense is prohibited in dormitories.
(REF: DAFBR 92-1)

VISITATION POLICY



Residents are responsible for their guest's conduct while in the dorm. Residents must accompany guests at all times. A guest is not to remain in the room if unaccompanied by occupant.

Guests must be at least 18 years of age unless they are members of the military with a valid ID card. If family members under the age of 18 are to visit, please notify the Airmen Dormitory Leader prior to the visit. Guests are not allowed to use the dormitory laundry or shower facility or sleep in the dormitory.

PROCEDURES FOR ROOM CHANGES

1. There are a few circumstances in which a dormitory resident may change a permanently assigned room. Each person wishing to change a room must have the following documentation.



* A hardship letter stating the circumstances of why he or she wishes to change their room.

* This hardship letter must be signed by their first sergeant.

2. The approval authority will be the Dorm Superintendent or Chief, Housing Office.

*(You have 5 days to move once approval has been authorized).

POLICY FOR REPORTING DORMITORY DISTURBANCES



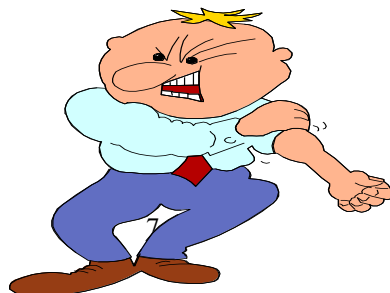
Proper conduct in the dormitory will be adhered to at all times. Actions on the part of one person ***WILL NOT*** in any way deny the rights of others (i.e. loud stereos, vandalism, rowdiness, or any conduct prejudicial to good order and discipline.)

All dormitory occupants have a 24-hour quiet time. Noise will be at an absolute minimum at all times. Operate radios, televisions, and sound reproduction equipment at a volume level that does not disturb other residents, this also includes car stereos. Any disturbances that interfere with the rights of other residents will not be tolerated.

Reporting Disturbances

Approach the party or parties that are creating the disturbance and inform them they are disturbing you. (Note: You should make yourself aware of who your bay chiefs are by contacting your airmen dormitory leader or by checking your dormitory bulletin board). If a bay chief is not available and you cannot resolve the problem call the Security Police at extension 6666. Report any incident of disturbance to the airmen dormitory leader at the earliest possible date.

Note: If you feel your safety is jeopardized by approaching the individuals due to alcohol or rowdiness being involved, then do not approach the individuals. Immediately notify the Security Police.



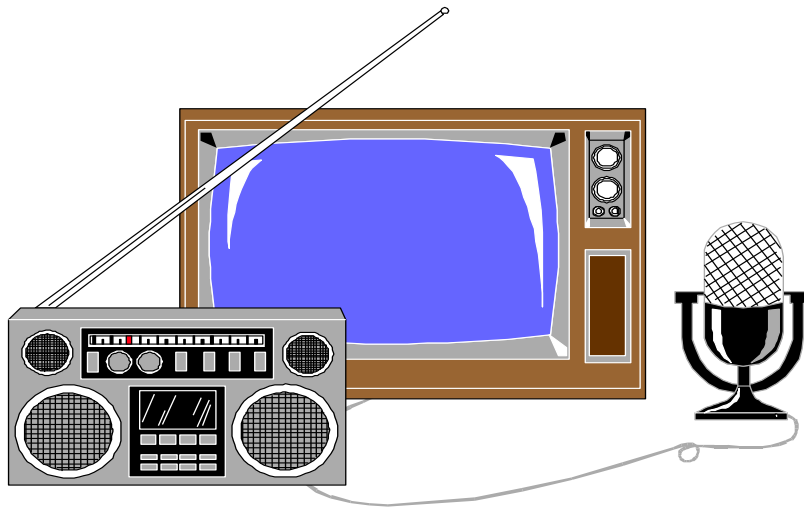
3 Strike Policy For Stereo Complaints

Strike One: After the first complaint of loud music coming from an individuals room, the resident will be given a policy violation letter from the Chief of Housing or the Dorm Manager and their First Sergeant will be notified.

Strike Two: After the second loud music complaint within a six-month period, the individual will be directed to remove the stereo from their room for 30 days and their First Sergeant will be notified.

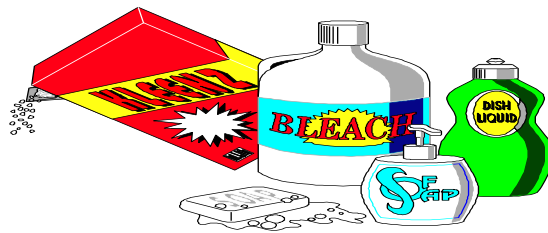
Strike Three: After a third complaint within a six-month period, the individual will be directed to remove the stereo and will lose the privileges of having any equipment capable of producing sound at a level that can be heard outside of their quarters while assigned to the dormitories.

Don't let the 3 strike rule get your stereo



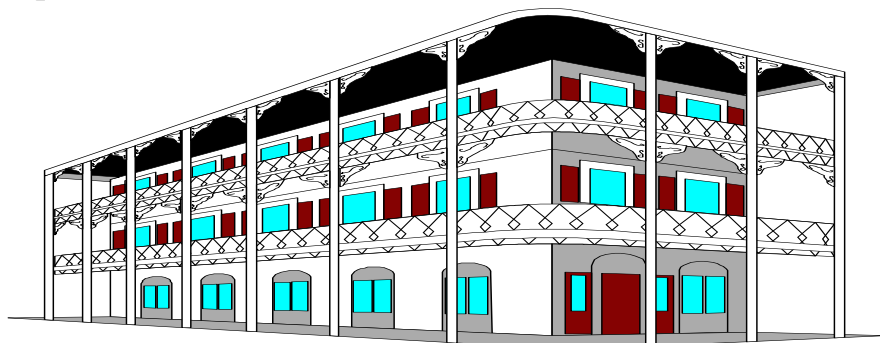
Laundry Room Discipline

- 1.) Immediately clean any spills.
- 2.) Do not leave anything unattended to avoid theft. **Airmen dormitory leaders are not responsible for any articles left unattended.**
- 3.) Always clean out lint trap in the dryer when finished.
- 4.) Never pull out someone else's clothes during a wash or drying cycle.
- 5.) *Expel all unauthorized users.* They are using your washer and dryer!



Outside Cleanliness

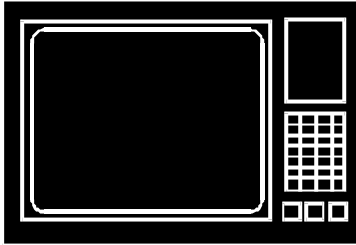
- 1.) Residents are responsible for maintaining the appearance of the area outside their rooms.
- 2.) These areas must be kept free of cigarette butts and any size debris.
- 3.) Walkways and the railings will be clean and the walls free of marks.
- 4.) First floor residents will ensure the grounds are policed within a distance equal to the width of their room and 50 feet from their door.



Signing Out Equipment

1. All equipment that is checked out is only for a twenty-four hour period.
2. Equipment can be signed out from your Airmen Dormitory Leader.
3. Residents are financially responsible for any items that are checked out as well as any damage that occurs while in the resident's possession.

MICROWAVE OVENS:



Microwaves are provided in some day rooms. Personal microwave ovens are provided in individual rooms.

Proper care and cleaning of your microwaves is essential to safe operation. You are responsible for maintaining them IAW base cleanliness standards. Please thoroughly review instructions prior to using your microwave.

(Note: Remember, do not place any metal, aluminum or tin in microwaves)

KITCHENS

For your personal use, kitchens are provided in a number of our dorms.

Please feel free to use them at any time. Maintain cleanliness and safety practices in your kitchen at all times.

KITCHEN LOCATIONS

<u>BLDG</u>	<u>LOCATION</u>
401	1 st Floor
402	1 st Floor
430	1 st Floor
435	1 st Floor
445	1 st Floor

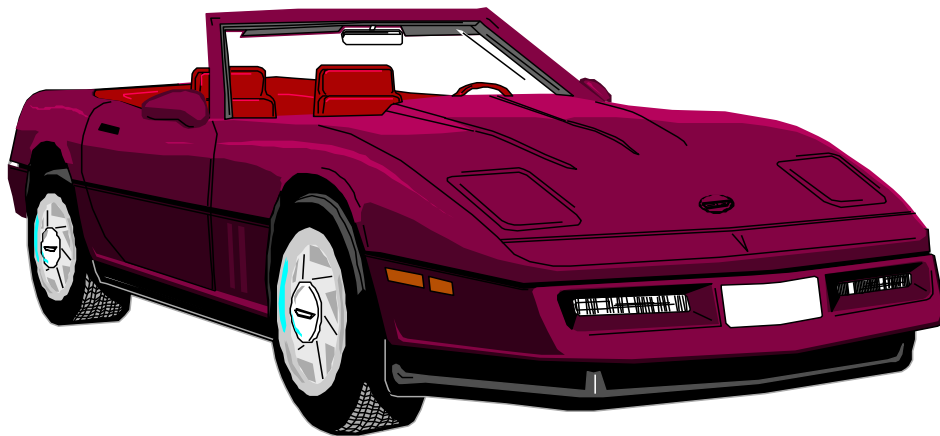
WEAPONS

Do not store weapons in your room such as knives (blade length in excess of 3 ½ inches), or bows and arrows. **All** guns must be stored at the base armory. All other devices, including martial arts weapons will not be stored in dorm rooms. Your UEPH manager will lock these items up for you.

(Note: Decorative swords or display knives in lockable cases can be approved on a case by case basis).



AUTO MAINTENANCE



In accordance with DAFBI 31-202, Section 1, “No one shall wash or perform maintenance on any automobile in any roadway, parking lot or access road, except for emergency repairs. If you need to perform major auto repairs on your vehicle contact the Auto Skills Center at extension 3249, for hours of operation and available services. Anyone found in violation of this instruction could lose their parking and/or driving privileges on DAFB and could face disciplinary actions.

OUTGOING RESIDENT OUT-PROCESSING CHECKLIST

The occupant, prior to being released from responsibility for his/her dormitory room must complete this checklist.

1. The resident preparing to leave the dormitory will notify the Airmen Dormitory Leader two weeks prior to their final out-processing date.
2. If painting is required, the resident will obtain all supplies needed to paint their quarters one week prior to final out-processing date.
3. All furniture must be accounted for on the AF Form 228, signed by room occupant. Any damage to the room or furniture will be charged to the occupant.
4. All quarters must have a serviceable window screen. The screen will be accounted for on the AF Form 228 as part of room furnishings. Any damaged or missing screens will be annotated as such upon assignment of quarters. All screens are to be considered permanent fixtures and will not be removed from windows for any reason. Repair or replacement of screens found missing or damaged after the occupant signs the AF Form 228 would be the responsibility of the occupant. The screens will be checked prior to clearing out of the dormitory as well.
5. The Airmen Dormitory Leader will not sign the out processing form (AF Form 291) until all previous conditions are met.

If you have any questions or comments on how we can improve our dormitory community, please let us know. Your comments and ideas are necessary for us to continually improve our services.

<https://eim.amc.af.mil/org/436ces/436%20CES%20ADLs/default.aspx>

Good luck in the future. We've enjoyed having you with us.

ROOM INSPECTIONS

Currently at Dover Air Force Base we use the A-B-C inspection method. We inspect rooms to ensure good housekeeping and cleanliness practices are maintained. Your particular UEPH manager will coordinate this inspection with your first sergeant and commander. Using established methods and criteria, the rating you receive will determine your next inspection date!

A – rated rooms will be inspected once a month.

B – rated rooms will be inspected once a week.

C – rated rooms will be inspected daily, until a B-rating is attained.

Please refer to the inspection checklist included in this brochure for areas to be evaluated.

Your unit commanders and first sergeants will from time to time visit your dormitories and rooms to ensure we are providing you with the best facilities possible.



Ensure your rooms are in good order at all times.

TRASH



Remember to remove your trash daily. Do not place it in the day room, laundry room, or entry way trash containers. For convenience of our residents, dumpsters are located next to each dormitory.

EAGLE VIEW ROOM OF THE MONTH/QUARTER

Once a month the dormitory superintendent will select a room from each style dormitory as the most outstanding based on appearance and established cleanliness standards. Winners receive coupons, certificates, and a letter of appreciation. All monthly winners are eligible to compete for Room of the Quarter Award. The winner will receive A plaque from the Wing.



DORMITORY ROOM INSPECTION CHECKLIST

ROOM: _____

DATE: _____

A. OUTSTANDING B. SATISFACTORY C. UNSATISFACTORY

INSPECTION ITEMS:

-
1. Room Secured
 2. Nonessential Utilities/Appliances Turned Off
 3. Doors/Walls/Lockers Clean/Free of Unauthorized Items
 4. Carpet/Rugs Clean
 5. Beds Clean and Neat
 6. Heating/Cooling Unit Clean/Free From Obstruction/Filter Clean
 7. Window/Sill Clean
 8. Window Curtains Clean and Properly Hung
 9. Furnishings Clean, Dusted and Neatly Arranged
 10. Personal Items Clean, Neatly Arranged or Put Away
 11. Clothing Properly Stored Away
 12. Pictures/Posters Properly Hung, Neatly Arranged and in Good Taste
 13. Refrigerator Defrosted
 14. Boxes/Luggage Properly Stored Away
 15. Authorized Extension Cord
 16. Authorized Appliances
 17. Room Free of Fire/Safety Hazards
 18. Bathroom Shower/Walls/Tub/Curtain Clean
 19. Medicine Cabinet/Sink Area Clean
 20. All Mirrors Clean
 21. Commode Clean (all Areas)
 22. All Chrome Free from Water Spots
 23. Garbage Empty

REMARKS

A Rated Rooms will be Inspected Once a Month

B Rated Rooms will be Inspected Once a Week

C Rated Rooms will be Inspected Daily Until a B Rating is attained

SHELTER-IN-PLACE PROCEDURES

DORM RESIDENTS

Or

Temporary Housing

In order to comply with the Shelter-In-Place Program, dorms residents are suggested to keep the following items on-hand (purchased by resident). They should be accessible in the event the resident is required to shelter for temporary protection from outside hazards.

1. 2 towels
2. Masking tape
3. Flashlight, extra batteries
4. Battery operated radio

If you are directed to Shelter-In-Place you will immediately do the following:

1. Grab the above items and proceed to your bathroom in your dorm room.
2. Wet towels with water from sink or shower and shove under door to prevent any hazardous gas from entering the bathroom.
3. Take masking tape and tape any openings around the door, i.e. louvers in door, top and sides of door; make it as air tight as possible.
4. Turn radio on to 94.7 or 97.7 FM for emergency updates.
5. Have flashlight easily accessible in case the electric power goes out.
6. Stay where you are until notified it is safe to vacate.