

# **UNACCOMPANIED PERSONNEL HOUSING (UPH) BROCHURE**

**JOINT BASE CHARLESTON - WEAPONS  
GOOSE CREEK, SOUTH CAROLINA**

APR 2014 UPDATE



**Welcome to Unaccompanied Personnel Housing (UPH). We are pleased to have you reside with us and trust your stay will be pleasant. It is impossible to itemize all details of resident and staff responsibilities; however, the following pages explain the Department of Defense (DOD) guidelines for a military dormitory campus, as well as the basic standards of conduct expected from all of our residents. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure you that your living experience will be enhanced. All dorms represent a substantial investment by the DOD to increase the quality of life for their greatest assets, our residents. Our goal, as a staff, is to work alongside residents to continually improve the UPH campus and provide the highest standards of living possible.**



**UPH MANAGEMENT TEAM**



**Main Office: (843) 794-7646 Watch Duty Cell: (843) 296-5039**

**UPH Superintendent / LPO: (843) 794-7646 (843) 296-5037**

**UPH/Dorm Manager: Robert Ladue (843) 794-7646 ext 12 Cell: (843) 364-2467**

**TABLE OF CONTENTS**

**Helpful Telephone Numbers..... 2**

**General Information .....3-4**

**SECTION A – Air Force Responsibilities ..... 5**

**SECTION B – Resident Responsibilities ..... 6**

**SECTION C – Cleaning Standards..... 7**

**SECTION D – Fire Protection..... 8**

**SECTION E – Security Forces ..... 9**

**SECTION F – Good Neighbors..... 9**

**SECTION G – Special Climatic Conditions..... 10**

**SECTION H – Community Residential Activities ..... 10**

**SECTION I – Termination of Unaccompanied Housing ..... 10**

**Dormitory Report of Visit Form ..... 11**

**Dormitory Room Inspection Report ..... 12**

# HELPFUL TELEPHONE NUMBERS

(Commercial (843) + 7-digit number; DSN: Prefix 794; DSN Prefix for 743 = 563)

<b>Emergency</b> .....	911
<b>Emergency Dispatch (On Base)</b> .....	794-7777/7555
<b>Security Forces (Police)</b> .....	794-7594
<b>American Red Cross</b> .....	794-2323
<b>Health Care (Naval Health Care Clinic)</b> .....	794-6000
Central Appointments .....	794-6221
Pharmacy.....	794-6100
Trident Medical Center (Off Base).....	797-7000
<b>Chaplain's Office</b> .....	794-7222/7912
After hours Chaplain care .....	478-2663
<b>Unaccompanied Personnel Housing (UPH)</b> .....	794-7646/4144
UPH Duty Cell.....	296-5039

<b>Comcast Cable</b> .....	554-4100
<b>Commercial Travel Office (SATO)</b> .....	1-800-955-3634
<b>Commissary</b> .....	794-2020
<b>Dining</b>	
Galley .....	574-8215
Redbank Club .....	794-7797
The Dive .....	794-4153
<b>Fleet &amp; Family Readiness Center</b> .....	794-7294/7480
<b>MAC Terminal</b> .....	963-3048
<b>Force Support Squadron (FSS)</b> .....	794-7601
Auto Skills Center.....	794-7752
Bowling Center .....	794-7235
Fitness Center (Sam's Gym) .....	794-4173
Foster Creek Villas & RV Park.....	794-2120
Golf .....	794-7802
Information, Tickets & Tours (ITT) .....	794-2120
Inns of Charleston .....	963-8000/3806
Library .....	794-7900
Movie Theater.....	794-7516
Outdoor Recreation Area (Short Stay).....	743-2366
Swimming Pools.....	794-7033
<b>Housing Welcome Center</b> .....	794-7218/7219
<b>Personnel Support Detachment (PSD)</b> .....	794-7771
<b>Navy Exchange</b> .....	794-7042
Auto/Gas Station.....	794-7573
Barber / Beauty Shop .....	794-7755
Mini Mart.....	794-7735
Uniform Center .....	794-2113
<b>Navy Federal Credit Union</b> .....	888-842-6328
<b>SC Federal Credit Union</b> .....	800-845-0432
<b>Thrift Shop</b> .....	794-7136

REDBOX MOVIE RENTAL & ATM ARE LOCATED BY THE MINI MART ON FLETCHER STREET  
JOINT BASE CHARLESTON WEBSITES <http://www.jbcharleston.com/>  
<http://www.charleston.af.mil/>

# GENERAL INFORMATION

**Personnel information changes** are to be reported to the UPH Front Desk Staff, including changes in rank, name, duty and cell telephone, squadron, office symbol, marital status, etc.

**Dining facility** is available for some residents. Facility is located in building 2402 in the center of the NNPTC dormitory campus. Monday – Friday: Breakfast: 0500 – 0745; Lunch: 1020 – 1315; Dinner: 1630-1830 Saturday & Sunday & Holidays: Brunch 0800-1130; Supper: 1615-1800

**Room / facility inspections** are conducted regularly. Dorm Managers conduct unannounced room and facility inspections. Completely unoccupied units to include hospitality and cool down unit will be inspected three times a week by Dorm Managers. The focus of room/facility inspections is safety and health as defined in AFI 32-6005, as well as to monitor the condition of the building, ensuring there are no leaking pipes, and assigned furnishings are in working order. In order to respect your privacy, Dorm managers will not go into drawers or closets during unit inspections without cause or permission from our UPH/Dorm Manager and/or the Host Commander.

**Smoking**, which includes but is not limited to, cigars, cigarettes, electronic-cigarettes (—e-cigarettes), stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped, or sniffed, is prohibited in all dormitories. This includes individual rooms, stairways, common areas, and in and around entrances to the buildings. Smoking and tobacco use will only be allowed in designated areas throughout dormitory campus. Designated tobacco use areas for the dormitory campus are at the gazebos ONLY. Remember to use butt kits provided in the gazebo areas! All residents are reminded that there will be **ZERO TOLERANCE** of violation of the Dorm Tobacco policy and any acts of misconduct will result in appropriate action via your command.

**Vehicle Parking/Storage** areas are limited. Dormitory parking lots are for dormitory residents only. Vehicles need to be road worthy, insured and registered. Trailers, boats, and recreational vehicles may not be parked in dormitory lots. If a resident is required to deploy, they should provide a key to someone that can be contacted, in the event the vehicle needs to be moved. There will be no storing of automobile parts or tires within the dormitories or carports. Mahan and Knutson residents are allowed one vehicle per resident parking spot in the driveway /carport. All other vehicles should be parked in over flow parking areas conveniently located throughout campus.

**Cleaning equipment / supplies**, to include carpet/steam cleaners, are provided for use in dormitories for a 24 hour period, not to include weekends or holidays. Individual room cleaning supplies and toilet paper are also provided. These items are stored in the gear locker at the UPH office.

**The only pets** permitted are non-flesh eating fish (piranhas are not allowed) and turtles; in 20 gallon or less aquariums. It is the resident's responsibility to ensure that fish tanks are properly secured and checked for leaks, damages, etc. to prevent damage to government furnished carpets and furnishings. If dormitory furniture is used as an aquarium stand, ensure that protective measures are taken. Residents are liable for any damages. Pets may be authorized by a request, signed by both current residents stating that they are in agreement and then approved by the UPH/Dorm Manager. A new request must be submitted in the event of a new roommate.

## **Unauthorized Items:**

- Kitchen appliances will only be used in kitchens. Appliances must be attended when in operation (i.e.: washer, dryer, slow cooker, microwave, stove/oven to include self-cleaning operation, etc).
- Flammables may not be stored in the UPH residence. Refer to page 8 for additional information on unauthorized items as well as storage and disposal.
- Pull up bars may not be used in the doorways. Residents will be obligated to pay for damages caused by unauthorized use.

**Weapons and ammunition of any kind are prohibited.** Weapons and ammunition, to include but not limited to bows, arrows or crossbows, fire arms, blank cartridge pistols, ammunition of any kind, martial arts, paint pellet guns; and/or any weapons used for survivalist games, pyrotechnics, (including firecrackers, hand grenades, or other explosives), black jacks, numchucks, brass knuckles, slingshots, etc., are prohibited in the dormitory. Knives include but are not limited to swords , axes, “Bolo” knives, machetes and spears primarily designed for offensive or defensive use, including folding knives with blades over 3 inches long are prohibited. This does not include kitchen knives. Any other weapon or device from which projectiles can be discharged and which would normally be expected to seriously injure or harm another person, are prohibited in the dormitory. Refer to Joint Base Charleston AFI 31-101.

**BAH entitlements** must be routed through the UPH office. At this time the dormitory campus is only releasing dormitory residents E-4 and above with more than 3 years of service and more than 6 months left on station. When occupancy is greater than 95% for priority 1 and priority 2 space required personnel, residents who are E-4 and under with less than 3 YOS and more than 6 months left on station may submit a request chit through their command, as well as the UPH command, to move out with BAH entitlements.

**Cable TV installation** is only performed by Comcast Cable. They can be reached at (843) 554-4100. Cable outlets have been installed in all common areas and bedrooms. Residents will need to know the mailing address (Bldg #, Unit #), specify left or right bedroom, and be present for the installation. Use of splitters is prohibited. A specific request and one time additional fee may be required to have cable provided in a bedroom.

**A key kiosk** is installed in the entrance to unit 1A to provide additional onsite support for residents. This is directly upstairs above the main UPH office at 1 Mahan Circle.

Each resident will be able to obtain a temporary access key outside of normal duty hours for the following reasons:

- 1) Resident has received new CAC and has not had it encoded at the UPH office
- 2) CAC has been damaged and it will not open locks
- 3) Resident has misplaced CAC
- 4) Resident has locked CAC in their residence



**The kiosk is for resident use only.** Numbered temporary access keys are available at the kiosk. Follow the instructions posted next to and on the kiosk touch screen to encode a temporary key card. The UPH staff is available to provide kiosk training during regular business hours.

Activity is monitored and transactions are tracked. A report is automatically sent to UPH staff each time that a resident attempts to make a temporary access key. **Residents are required to report to the UPH office on the next business day to return the temporary key card and have their CAC encoded.**

## SECTION A – AIR FORCE RESPONSIBILITIES

**Initial joint inspections** are performed by the Dorm Manager and resident to identify furnishings and document discrepancies in the unit. This inspection is performed at the time of room assignment. Ranges, refrigerators, microwaves, and televisions are government owned items and are assigned by serial number and recorded on AF Form 228 at time of room assignment. Residents will be asked to note any discrepancies and sign this form. Completely unoccupied units to include hospitality and cool down unit will be inspected three times a week by Dorm Managers. The focus of room/facility inspections is safety and health as defined in AFI 32-6005, as well as to monitor the condition of the building, ensuring there are no leaking pipes, and assigned furnishings are in working order

**Maintenance and repair (M&R)** of the rooms and dormitory campus is the primary responsibility of the Base Civil Engineer Squadron. To request repairs, contact the UPH office at (843)794-7646 / 4144.

**For emergencies during non-duty hours, contact** (843) 296-5039.

Service Call	Response Time	Defined As
Emergency	24 hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent	5 days	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine	30 days	Work of a routine nature that does not meet the criteria of emergency or urgent.

## SECTION B - RESIDENT RESPONSIBILITIES

**Room security** is for resident safety and it is required that residents secure their room at all times. This will aid in the security of personal and assigned property. A report of visit or inspection sheet (see pages 11 and 12) will be left by UPH staff any time it is required to enter the unit. Unsecured doors will result in automatic failure of room inspection.

**Good order and discipline** provides a living environment in the dormitory in which personal conduct is above reproach. Maintaining good order and discipline will make for more enjoyable and safe living conditions for all residents. Residents are responsible for the cleanliness of their assigned room, common areas, and immediate area in front of the unit and carport areas.

**Furniture** will be used for the purpose it was designed for and not be removed from the bedrooms or common areas. Dormitory campus furniture is not to be taken outside. Personnel will not sit or place feet on tables, or place feet in chairs, couches or loveseats.

**Beds** will be made when they are not being slept in. Furniture will be arranged in an orderly manner. Clothing will be neatly placed in bureaus and/or lockers; and personal items will be neatly placed or stowed.

**Trash cans** will be emptied daily or as often as necessary, and should not be left more than half full. Plastic waste receptacles are provided by the UPH for the common area, bathrooms, and bedrooms. Common area trash cans are not for personal hygiene trash. If receptacle contains food items it must be emptied. Room/kitchen trash will be taken directly to one of the area dumpsters that are emptied weekly.

**Laundry** will be removed promptly from washers/dryers, the machines wiped down, and filters cleaned after each use by the user.

**Ghosting** (having a room assigned to a resident, but living elsewhere) will not be allowed.

**Room adjustments** including moves, changes, or the removal of any government-owned furniture from the assigned rooms, will not be made without the prior approval of the UPH Office. Residents will be assessed charges for unaccounted furnishings.

**Decorations/furniture/electrical appliances** in the common area are provided by UPH and are not to be removed. All personal items including televisions must be properly secured in the private living space (not in the common area). Personal "knickknacks and/or keepsakes are allowed such as a throw for sofas, coffee table arrangements etc. At the occupants own risk, gaming systems, and or personal DVD players may be stored/connected neatly to common area TV. The placement of these items in the common area requires consent from occupants assigned to the unit. The government will not be responsible for loss, theft, or damage to any gaming systems, and/or personal DVD players placed in the common area. **Personal pictures and posters may be hung in bedrooms only.** Residents are responsible for any damage caused by hanging items in their rooms. Obscene, racist, sexist, pornographic, or materials likely to incite violence or disorder, will not be displayed. For the care and safety of your property, be sure valuable personal items are secured in your bedroom. The UPH is not responsible for loss, theft, or damage to personal property.

**Boxes or suitcases** stored in the unit must present a neat and uncluttered appearance. Storage rooms are available in each dormitory.

**Bicycles** will be identified, locked, and kept outside in storage shed or bike lockers located at UPH Office.

**Ceiling coverings**, such as fish netting or parachutes, are prohibited in the dormitory. Nothing will be hung from the ceiling, hung from or draped over the light fixtures, or fire alarm devices; this is for resident safety.



**Overnight and/or long term visitors** are not authorized. All guests must be at least 18 years old and be escorted at all times and are prohibited between the hours of 2400-0600. Remember, residents are responsible for the conduct of guests and can be held responsible for their actions and behavior. Cohabitation (another person living with resident) is not authorized. Long term visitors (those who present a resident appearance; maintain clothing, health and hygiene items) are strictly prohibited as well. Dependents and minors are not permitted in the dormitories unless accompanied by their parent/sponsor. In addition, residents will immediately report any knowledge of or information relating to a violation of this order to residents Dorm Manager.

**Leave or Extended TDY / TAD to include Deployments/IA** must be reported to the UPH office. Residents must not leave the room unoccupied for extended periods (over 14 days). If a resident plans to be absent longer than 14 days, they must provide a copy of orders or leave chit to the Dorm Manager to ensure room is inspected regularly. All Priority 4 personnel with orders for a time period greater than 60 days, will be required to vacate the unit unless approved to stay as per UPH/ Dorm Manager and their name will be placed at the top of the waiting list for when they return.

**Damages** are costly and residents will be held liable and accountable for loss or damage to equipment or furnishings that residents or guests cause by abuse or negligence. Damages beyond reasonable wear and tear will either be repaired or replaced and charged to resident. The Dorm Manager can fully explain options to repair or replace damaged items and the method of payment.

## SECTION C – CLEANING STANDARDS

**Unit entrance** must be kept clear. There will be no room trash put out on the walkway of the dormitories even for a moment. All trash bags must be taken to the outside receptacle. Residents are responsible for the entryway to their unit to include cleaning of the walkway as well as removing spider-webs from the building facade and carports.

**Window** areas are to be maintained. Residents are responsible for cleaning the inside of windows, tracks and sills. Report damaged or missing screens to the Dorm Manager. For security reasons, lock windows when not in unit. Windows must be closed when operating either the heating or cooling units.

**Kitchens** require special attention in maintaining appliances and cabinets; clean ovens and top burners regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Also, do not pour grease down the drain as it can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage. It is approved to use **non-adhesive** shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

**Bathroom** areas require special care and attention because of the potential for bacteria growth. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Clean shower walls as needed to clean mildew and/or remove hard water stains.

**Flooring / Carpets** can be damaged by excessive water and need to be cleaned, as needed. Carpet/steam cleaners are available for check out at the UPH office.

**Walls** should be cleaned using mild soap and warm water. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects. Dorm Managers will fill holes when nails have been removed. If the Dorm Manager deems a hole to be excessive in size, the resident will be responsible for making the repair. Please make sure doorstops are in place to prevent damage to wall.

## SECTION D – FIRE PROTECTION

All residents will receive a briefing on fire prevention measures during check in.

**Fire evacuation plans** have been established. Exit the building and rally in the designated area for the housing unit. Arrange room furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Questions on fire prevention should be directed to the UPH front desk personnel.

- Mahan Circle - Large gazebo in center of Mahan Circle
- Knutson Street – Open green space on the opposite side of Knutson Street.
- Hickory Hall Court – Large open green space near Hickory Hall Court gazebo

**Smoke detectors** have been installed. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). The Fire Department is responsible for inspecting smoke detectors.

**Do not attach flammable** or combustible items to the ceiling nor cover the vents, water sprinkler system, ceiling fans, or lights as they are safety/fire violations.

### ***FIRE REPORTING***

***In case of a fire, immediately notify the fire department at 911.***

***Give the fire alarm operator your name, dormitory number and street.***

***Do not hang up until you are sure the information has been received correctly.***

***REPORT ANY FIRES, REGARDLESS OF SIZE***

**Open flames and flammables including but not limited to** incense, candles, compressed gas torches, space heaters, devices producing a constant flame or glowing brand, or corrosive materials (i.e. gasoline, motor oil, charcoal lighter fluid, oil based paint, spray paint, vehicle batteries) of any kind are prohibited inside the residence. Limited quantities of these items may be maintained by residents provided that they are kept in approved Underwriter Laboratory (UL) containers, stored in the storage unit outside of the residence. The total storage capacity of the containers (empty or full) within a storage unit will not exceed 5 gallons (i.e. 2 gallons of paint and 3 gallons of gasoline) total for both residents. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the resident will be responsible for cleaning up the area immediately. Gasoline, kerosene, oil, or other such items are to be taken to the auto hobby shop for proper disposal. Report all discrepancies/problems with the unit to the Dorm Manager promptly.

**Barbeque grills** are provided and can be reserved by contacting the UPH Front Desk. Portable grills are permitted on the UPH ground floor for use in uncovered areas of the dormitory. Residents may not use grills on the second floor of units. Second floor units may store portable grills in outside storage areas only. Residents must keep grills clean, without charcoal or wood in them and free from grease, and must be stored neatly.

**Cooking** in the residence is only permitted in government provided kitchens. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. **NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN!** Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

**Housekeeping** is the responsibility of the residents. Do not allow food particles to accumulate on countertops, trash cans and other surfaces of the living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

**Power strips** must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner. **Power strips** with an overload protective device exceeding 15 amps are allowed. Residents may use power strips for multiple items, but are prohibited from using multiple outlet extension cords.

## SECTION E - SECURITY FORCES

The Commander is responsible for controlling and safeguarding base property. When notified, Security Forces will investigate incidents under their jurisdiction. Inquiries concerning law enforcement should be directed to Security Forces at (843) 794-7594. Residents will be cited for breaking and entering if observed using the window to gain entrance to the unit.

## SECTION F - GOOD NEIGHBORS

UPH and close neighbors are synonymous. We appreciate resident support and cooperation in the following areas:

- **Noise control:** Excessive noise is the primary complaint received by Dorm Managers. Many residents work alternate shifts and sleep during the day. Quiet hours are 24 hours a day, 7 days a week. Loud stereos and televisions are disturbing and disruptive. If sounds from inside the room can be heard outside the room or through the walls, it is too loud. Please be considerate.
- **Alcohol** use by underage persons is **prohibited**. If a kitchen is shared and a resident is over 21, the resident may store alcohol in the common area refrigerator as long as it is marked "Mike's Beer", or "Mike's Shelf".
- **Parties:** Remember to be courteous to neighbors. Someone at the gathering must ensure the common area is put back to its pre-party condition. Leadership will be notified when common areas are abused.
- **Excessive stereo and television volume:** Don't assume neighbors enjoy the same type of music or television programs -- please keep the volume down inside and outside of the room.
- **Vehicle Repair Work:** To maintain the desired appearance in the campus areas and in consideration of all neighbors, do not perform any repair work on vehicles or boats in the campus area--use the auto skills shop (843) 794-7752. Car washing is permitted if a hose nozzle is used to conserve water.

## SECTION G – SPECIAL CLIMATIC CONDITIONS

**Hurricanes** occur in our area. June through November is hurricane season for the Southeastern United States. In South Carolina most hurricane-related activities have been recorded during August and September. Primary shelters for military personnel living on base are their assigned quarters. Personnel on duty will be released to return home as soon as it is safe to do so. Residents are requested to properly store all loose personal items that could become "missile hazards" during the high winds associated with tropical storms / hurricanes.

**Tornadoes** have occurred in this area along with hurricanes. In the event of a tornado, Unaccompanied Personnel Housing residents should shelter in place. Residents taking shelter in their quarters should open windows on the side of the house away from the tornado and quickly take cover under heavy furniture against inside walls. Security Forces will patrol the UPH area and announce instructions. Monitor radio and TV stations for advice and instructions.

## SECTION H - COMMUNITY RESIDENTIAL ACTIVITIES

**The dormitory council** meets quarterly to discuss dormitory related issues such as: items residents would like added, removed, or changed in the dormitories. It is an open forum in which all Dormitory Council Advisors are present, along with the UPH Staff. All suggestions are welcome, but remember, this is not a forum for maintenance issues (any maintenance issues need to be brought to the Dormitory Manager's attention for proper action). Typically, the Dormitory Council Advisors seek input from residents of their dormitory and advisors are present at the meetings to speak for their residents. Keep in mind all dormitory residents are welcome to attend.

## SECTION I - TERMINATION OF UPH

**Notice of termination** required 30 - 45 days prior to vacating unit (exception is short notice PCS). Residents that know they are leaving should not wait for orders. Call or visit the UPH Front Desk with departure arrangements. If the UPH Front Desk is notified promptly, they will schedule both pre and final inspections at the resident's convenience and be able to assist with the upcoming move. Obtain information about the community at next assignment from the Housing Welcome Center.

**The pre-inspection** is designed to assist residents in preparing for the final inspection. During the inspection, the Dorm Manager also identifies normal maintenance and damages above normal wear and tear. The Dorm Manager will provide a cleaning checklist and will discuss the individual cleaning requirements.

**The final inspection** is to make sure residents have met the cleaning standards and identify maintenance not noted at the pre- inspection. A resident that fails the final inspection must ask the Dorm Manager to schedule a re-inspection as soon as possible. If a resident fails the re-inspection or abandons the quarters, UPH Management will utilize contract cleaners to bring the room back into inventory. **The cost of cleaning will be determined by bid from civilian vendors and resident will be obligated to make whole on actual cost directly to vendor. In the event that resident defaults payment to vendor, wages will be garnished for the cleaning fees utilizing form DD-139.**

The pre-inspection and final inspections are considered to be military appointments. As long as the mission allows, supervisors should allow personnel to schedule inspections during duty hours.

**Joint Base Charleston- Weapons  
Unaccompanied Personnel Housing (UPH)  
Report of Visit**

The Dorm Manager (DM) visited Unit \_\_\_\_\_:

Date of Visit: \_\_\_\_\_ Time: \_\_\_\_\_

Trouble Call Follow-up: \_\_\_\_\_

Maintenance: \_\_\_\_\_

Routine Visit: \_\_\_\_\_

Other: \_\_\_\_\_

Condition of this room was found to be:

Outstanding: \_\_\_\_\_ Satisfactory: \_\_\_\_\_ Unsatisfactory: \_\_\_\_\_

**During the visit the following discrepancies were noted:**

<b>ITEM</b>	<b>COMMENT</b>	<b>ITEM</b>	<b>COMMENT</b>
<b>FLOORS</b>		<b>DUST</b>	
<b>WALLS</b>		<b>REFRIGERATOR</b>	
<b>WINDOWS</b>		<b>RANGE</b>	
<b>COMMODE</b>		<b>DISHWASHER</b>	
<b>SHOWER</b>		<b>MICROWAVE</b>	
<b>LAVATORY</b>		<b>BACK PATIO</b>	
<b>BED</b>		<b>STAIRWELL</b>	

Other:

\_\_\_\_\_

I will return on \_\_\_\_\_ at \_\_\_\_\_ to check these discrepancies.

\_\_\_\_\_  
DM Signature

# DORMITORY ROOM INSPECTION REPORT

RANK/NAME: Left \_\_\_\_\_ UNIT # \_\_\_\_\_ DATE: \_\_\_\_\_  
 Right \_\_\_\_\_

The following identified items need your attention:

**Common Area**

- \_\_\_ Clean Door Exterior / Interior / Jams / Outside / Carport / Entrance / Patio / Storage Unit / Trash Can
- \_\_\_ Clean Exterior / Interior Windows / Window Sills / Secure Screens
- \_\_\_ Dust Blinds / Drapes / Valances (Do Not Remove from Window)
- \_\_\_ Clean Air Conditioning Vents
- \_\_\_ Clean Walls: Baseboards / Stains / Fingerprints / Dirt / Mildew, Etc
- \_\_\_ Clean Floors: Vacuum Carpet / Spot Clean / Shampoo Carpet / Sweep Floors
- \_\_\_ Trash Cans: Empty / Plastic Liner / Clean
- \_\_\_ Living Room: Dust Furniture / Cushions / Spider Webs / Vacuum Carpet
- \_\_\_ Foul Odor
- \_\_\_ Clean Hallway Closet / Cleaning Gear Locker / Air Conditioner Closet Door / Interior Stairwell
- \_\_\_ Clean Light Fixtures / Replace Blown Bulbs / Remove Dead Bugs
- \_\_\_ Laundry room: Floor / Shelf / Dryer Vent / Remove Clothes / Behind Washer / Behind Dryer
- \_\_\_ Kitchen:
  - \_\_\_ Clean Sink / Counter / Dirty Dishes / Sweep and Mop / Light Fixtures / Kickboards (Base of Cabinets)
- \_\_\_ Refrigerator:
  - \_\_\_ Defrost Freezer / Gaskets / Interior / Exterior / Behind / Remove Spoiled Food
- \_\_\_ Stove:
  - \_\_\_ Inside / Outside / Top / Drip Pans / Behind / Under
- \_\_\_ Microwave:
  - \_\_\_ Inside / Outside / Top / Glass / Vent.
- \_\_\_ Dishwasher:
  - \_\_\_ Inside / Gasket / Dishes
- \_\_\_ Bathroom: Master / Upstairs / Downstairs
  - \_\_\_ Clean Floor / Shower / Mirror / Toilet / Vent / Walls / Shower Caddy / Sinks

**Bedrooms**

- \_\_\_ Unmade Beds / Dirty Linens Left / Right
- \_\_\_ Dust Furniture / Blinds / Window Sills / Ceiling Fan / Light Fixtures Left / Right
- \_\_\_ Mirror Left / Right
- \_\_\_ Carpet Vacuum / Shampoo Left / Right
- \_\_\_ Foul Odor Left / Right
- \_\_\_ Replace Light Bulbs Left / Right
- \_\_\_ Gear Adrift Left / Right
- \_\_\_ Trash Left / Right
- \_\_\_ Baseboards Left / Right

**Comments**

---



---

**RESULTS:**

LOCATION	OUTSTANDING	SATISFACTORY	UNSATISFACTORY
<b>COMMON AREA</b>			
<b>LEFT BEDROOM</b>			
<b>RIGHT BEDROOM</b>			

Your room will be inspected again on \_\_\_\_\_ if you received an unsatisfactory rating.

\_\_\_\_\_  
INSPECTOR SIGNATURE

\_\_\_\_\_  
INSPECTOR SIGNATURE