

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
32-6005**



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Civil Engineering

**DORMITORY PROCEDURES AND
INFORMATION FOR RESIDENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Harry Briesmaster III)

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This instruction implements AFI 32-6005 *Unaccompanied Housing Management*. This was developed to ensure all dormitory residents are familiar with the 75th Air Base Wing's (75 ABW) Dormitory Program. It outlines the duties and responsibilities of the Unaccompanied Manager, Bay Orderly, and Occupants. It is necessary for residents to become knowledgeable of this instruction and help to ensure the guidelines are enforced. Our goal is to provide a safe, healthy, and clean living environment. In the event questions/situations arise that are not addressed by this instruction, please bring them to the attention of the Unaccompanied Manager or your First Sergeant. Any complaints of unequal treatment must be *immediately* referred to your First Sergeant or Commander. This instruction will be maintained in your dormitory room and be reviewed regularly to ensure compliance with its contents. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This revision changes 75/CEG/CEAH to 75 CEG/CEIH, Dormitory/Dorm Management to Unaccompanied Housing (UH) Management and 75 CES/CEEC to 75 CEG/CEOER throughout

the publication. Duplications of items have been consolidated or deleted throughout the supplement and renumbered. 2.1.2.1 changed Bay Orderly duty schedule from Monday-Friday to Tuesday-Monday. 2.1.2.2 Saturday to Saturday-Sunday. Changed Battle Dress Uniform to Airmen Battle Uniform. Added unless hours change per UH Management. 2.2.1 added waterbeds and the cleaning of deer or any other animals are prohibited in the dormitory area. 2.4 changed scheduled inspections from third Thursday to third week. 2.4.8 Changed issued sheets and pillowcases will be taken to linen exchange weekly to upon move in UH Management will issue the resident bedding. 6.6.1 Changed Building 341-second floor study room and third floor dayroom area to Buildings 345/357/361/363/365-Dayroom in each.

1. Air Force Responsibilities. The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, fire and police protection for your assigned unaccompanied housing (UH) unit.

1.1. Initial Inspections. Upon room assignment, an Unaccompanied Housing (UH) Manager will escort the member to his/her assigned room for an initial inspection. At this time, the dormitory resident will identify all discrepancies with the room and furnishings, and document them on AF Form 228, *Furnishings Custody Receipt and Condition Report*.

1.2. Maintenance and Repair. The 75th Civil Engineer Group (75 CEG) has primary responsibility for ensuring maintenance is performed. If maintenance is needed follow these procedures:

1.2.1. During normal duty hours, contact the UH Management Office at 777-3029.

1.2.2. Non-duty hours, emergency (water leak, broken window, etc.), call 75 CEG Customer Service Desk at 777-1856.

1.2.3. Non-duty hours, non-emergency, contact UH Management Office at 777-3029 to a leave message on work order request.

1.3. Work Order Response Time:

1.3.1. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: a structural, utility or mechanical problem that could cause loss of life or property or serious damage affecting health, safety, security or mission. These could also be complete utility failure (electricity, gas, heat, water, sewage or air-conditioning).

1.3.2. Urgent work orders are completed within five workdays (completion date may be longer pending requisitioning of materials). Maintenance will normally be performed from 0800-1600. An example of an urgent work order is: backed-up commode when there is not another commode available.

1.3.3. Routine work orders are completed within 30-days (completion date may be longer pending requisitioning of materials). Maintenance will normally be performed from 0800-1600. Some examples are: minor faucet leaks, wall locker doors or shelving, interior walls, or any appearance item repairs.

1.4. Insect Control. If needed, rooms will be treated before move in; however, residents are expected to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from quarters daily and discard empty paper

bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If infestation occurs that is beyond residents control, call the UH Manager.

1.5. Lockouts. If locked out, contact the UH Manager in person during duty hours, (see Attachment 2 for phone numbers); if after duty hours or on weekends, residents will contact his/her First Sergeant. For lost keys, contact UH Management the next duty day. **NOTE:** The UH Management office keeps a master key to all rooms.

1.6. Appliances. Refrigerators, microwaves, stoves and dishwashers are government-furnished and serviced. They are assigned by serial number and verified at move in, termination inspections and during annual furnishings inventory. The UH Manager will demonstrate the proper usage and care; if resident experience any problems notify the UH Management Office immediately at 777-3029.

1.7. Privately Owned Appliances. If resident owns a refrigerator/microwave and wish's to use it, discuss with the UH Management Office prior to use and receive approval. Ensure AF Form 228 is also adjusted to reflect any changes with room furnishings.

2. Occupant Responsibility, Dormitory Standards and Policies. The dormitory is the residents home and UH Management Office want you to be comfortable; however, there are basic rules that must be followed.

2.1. Bay Orderly Program. The purpose of a bay orderly program is to provide personnel to help maintain the dormitories' common areas (i.e., dayrooms, hallways, outdoor areas, etc.). All dormitory residents will perform bay orderly duties on a recurring basis. The UH Manager will provide the Unit First Sergeant an updated quarterly bay orderly schedule normally 30 days prior to it taking affect. The First Sergeant will ensure personnel assigned bay orderly duties are available for this duty. Any problems with personnel assigned bay orderly duties will be worked by the UH Manager and First Sergeant/Commander.

2.1.1. The Bay Orderly works directly for the UH Manager. Bay orderly member will not be allowed to take leave or compensatory time off when assigned bay orderly duties. Official appointments should be avoided; however, if scheduled the UH Manager should be informed of the appointment date/time as soon as possible.

2.1.2. Bay orderly duty schedule.

2.1.2.1. Tuesday–Monday, duty hours 0800– 1600, uniform requirement Airmen Battle Uniform (ABU).

2.1.2.2. Saturday-Sunday, duty hours 0800–1100, unless hours change per UH Management, uniform requirement is ABU (see note). **NOTE:** The bay orderly may wear civilian clothing on Saturday-Sunday when performing unsupervised duties; however, if additional work is required other than emptying garbage containers, the member will be required to wear ABU's.

2.2. Prohibitions.

2.2.1. Animals (except fish), automotive rebuilding parts and auto batteries, barbecue grills, burned candles or incense, cohabitation, flammable liquids (except cosmetic/cigarette lighter fluid), flammable room decorations hanging from ceiling, waterbeds, flammable paints, electrical timers, hot plates, toaster/roaster ovens, gambling, scuba tanks, open flames, sterno fuel, smoking in any facility, multiple outlet

extension cords, weapons (see paragraph 4.3.), live Christmas trees, unsealed foods and flammable pressurized gases. The cleaning of deer or any other animals is prohibited in the dormitory area. **NOTE:** Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. They must be labeled **UL** (Underwriters Laboratories Inc.) **LISTED**.

2.2.2. Pictures that openly display complete frontal nudity, male or female genitalia or depict or show sexual acts or profanity in either word or picture symbols will be considered unacceptable as room decorations. This rule also applies to personal computer screen savers.

2.2.2.1. What is considered profane or pornographic is based on individual perspective, but to ensure paragraph 2.2.2. is applied fairly to all residents', Commanders, Command Chief Master Sergeants (CCM), and First Sergeants will be the deciding factor as to what is acceptable and unacceptable.

2.2.3. Do not tape or affix separation/permanent change of station (PCS) orders to the door surface. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on doors, windows or on any furnishings.

2.2.4. Displays, symbols and literature related to extremist/hate groups are not allowed in the dormitory. Likewise, attempting to recruit, organize or lead a group that espouses to discriminate against members based on race, color, national origin, sex or religion in the dormitories is incompatible with dormitory standards and Air Force policy.

2.3. Cleanliness. Dormitories will be maintained within Air Force standards as outlined in AFI 32-6005, *Unaccompanied Housing Management*, and this instruction.

2.4. Inspections. Commanders, CCMs, First Sergeants, and UH Managers will inspect dormitories to evaluate living/facility conditions. Scheduled inspections are on the ***third week of each month***. However, no notice inspections can occur at any time. The following provides a more detailed breakdown of cleanliness standards.

2.4.1. Any locker is subject to inspection. Ensure items are arranged neatly.

2.4.2. Clean and vacuum floors weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture.

2.4.3. Any damage caused to carpets by misuse, abuse, burns, shoe luster, etc., may be chargeable to occupant. Carpets should be shampooed when needed. See the UH Management Office for use of a carpet shampoo machine.

2.4.4. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls or furnishings as these cause damage upon removal. Any nails, anchors, crews, hooks or tape put on the walls to support shelves, pictures or other wall decorations will be removed and areas cleaned prior to occupant being released from responsibility for that room. Use nail or "J" type hangers only and remove them prior to termination. Make sure doorstops are serviceable to prevent wall damage. Any holes/depressions in the walls must be repaired. If the holes are small (less than 3 inches), you may repair them, but any holes larger than three inches must be reported to the UH Manager for repair. It is the occupant's responsibility to report any problems as soon as possible. Walls must be

repaired/repainted as necessary, a minimum of one month prior to out-processing. No room painting allowed without authorization from UH Management Office. No mural or graffiti painting allowed on walls.

2.4.5. Clean refrigerator interior weekly. Defrost the freezer once a month (unless required more frequently). Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash off the metal strips on the inside of the door. Be sure there is no food residue splattered on the inside. The seal around the edge of the door must be clean and without food particles, dust/dirt, mildew or mold. Dust off the wire framework in the rear of the refrigerator quarterly to improve cooling and extend the life of the unit. Be sure you clean around and under the refrigerator.

2.4.6. Microwaves are to be kept clean at all times. ***Do not leave a microwave unattended during use.***

2.4.7. The entire toilet/bathing area must be cared for due to the potential for bacteria growth. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Clean the shower tile, bathtub, and shower curtain with a disinfectant type cleaner at least weekly. Clean hair from sink drain trap weekly. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to your UH Manager immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure that mirrors are cleaned on an as needed basis. There should be no soap scum or other residue left on walls. The shower curtain must be clean without mold or mildew stains. If the stains will not come off, see the UH Manager for a new one. Pay particular attention to the curtain wall, as it will mold quickly if allowed to remain damp for extended periods. Be sure the ceiling light is clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Be sure the entire ceiling is clean and has no build-up of mold/mildew. Clean the floor, to include behind the toilet and in the corners.

2.4.8. Clean linen will be used to cover beds, and the beds will be neatly made. Upon move in UH Management will issue the resident bedding. Resident may elect to purchase and use personally owned bedding and should be cleaned weekly.

2.4.9. The areas under and around the bed may be used for storage of small items. However, items must be neatly arranged and the area is subject to inspection.

2.4.10. Clean inside and outside windows, channels, and windowsills once a month. Report damaged or missing screens to the UH Manager and for security reasons, lock the windows when resident leaves the room.

2.4.11. Clean the door, frame, and sills above the door weekly. Doors must have a current occupant nametag. UH Manager will issue a new nametag with a change in rank or squadron.

2.4.12. Personal decorations must be neat, picture frames are not required; however, if pictures and posters are affixed to the walls, any damage caused must be repaired by the occupant one month prior to being released from responsibility for that room.

2.4.13. Furniture must be clean and neatly. Items on top of tables, dressers and desks must be neat and dusted weekly. Lamps must be dusted weekly. Residents sign for the

furniture/equipment on the AF Form 228, the form will be maintained in the UH Manager's Office. Residents are responsible for the furnishings he/she signs for, and will be held liable for loss or damages.

2.5. Furniture.

2.5.1. Government furniture is provided to each resident and inventory is documented on AF Form 228 at the time of room assignment. Government furniture will not be removed from the room by the dorm resident for any reason. Personal furnishings are allowed but will be used in conjunction with issued government furniture, must be in good and safe condition, and must present a neat and acceptable appearance. Personal furniture must not interfere with passage in the rooms for firefighting capabilities. Residents must change the AF Form 228 with UH Manager or be held liable for any missing furniture.

2.5.2. Dormitory residents are not allowed to remove any furniture or equipment from the dayrooms or patio furniture from pavilion areas for any reason. If dayroom furnishings or equipment are stolen or damaged, dayrooms will be locked down pending investigation/repair. These rooms are for all residents; please help keep them clean and in good repair. Any misuse of government furniture should be reported to the UH Management Office, 777-3029 or 75th Security Forces Squadron (75 SFS), 777-3056, immediately.

2.6. Pets. The only pets allowed in the dormitories are fish. Aquariums are limited to 35 gallons. The occupant further understands that any damage caused by an aquarium to the unit is the resident's responsibility.

2.7. Visitors. Guests are permitted in resident's rooms however; guests must be escorted while in the dormitory at all times. Visitors are prohibited between hours 2400-0600. Room residents may have visitors/guests of either sex, but must remain with them during their visit to the dormitory. Visitation in the dormitories is a privilege and may be revoked if abused. ***Also keep in mind that residents are responsible for the guest's actions while in our dormitories.*** If visitors are not military the sponsor is responsible for their actions the entire time they are on base. Minors (17 and under) are not permitted in or around the dormitories at any time, unless they are escorted by their parent or legal guardian. Anyone who abuses the visitation policy will have privileges revoked until further notice. ***Guests are not permitted to sleep in the dormitory.***

2.8. Room Assignment/Termination. Rooms are assigned according to space authorizations outlined in AFI 32-6005, *Unaccompanied Housing Management* and this publication. Residents are ***not authorized*** to move from the assigned quarters without the UH Manager's approval. Normal rooms terminated will be coordinated through the UH Manager to schedule a pre-inspection ***NLT 30 days prior***. Short-notice separation/PCS etc., will be coordinated with the UH Manager by the member's First Sergeant. Residents will be advised of any clearance requirements and must have the room prepared for new occupants prior to final inspection. This includes removing all personal items. The room must be available immediately when a new person arrives to the base. **NOTE:** Damaged room walls will be repaired prior to occupant vacating the premises.

2.9. Security. Ensure all high cost items are secured when absent from the room. High value items such as televisions and stereos should be marked with your social security

number or some method making them easy to identify. The Air Force will not pay claims on stolen items that are not secured. Locker, window, bathroom door and room must be locked when away from the room. Renters insurance is highly recommended.

2.10. Room Exterior. Room numbers, nameplates, and approved message plates will be the only items mounted on the door. Profanity/lewd messages are not authorized on message boards. ***Decals, stickers or posters are not allowed on doors or windows.*** Residents are responsible for sweeping the ledge in front of his/her room.

2.11. Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. The individual using the facility will clean kitchen after each use. Residents are liable for any damage caused to the range, countertop or any other appliances. ***Do not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppages.*** Avoid placing hot utensils on counter tops as this can cause permanent damage. Never leave cooking unattended.

2.12. Insect Control. Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, contact the UH Management Office at 777-3029. Residents are responsible for protecting and arranging furniture to allow proper application of insecticides by 75 CEG. Prior to terminating quarters, resident must ensure quarters are free of all insects and rodents.

2.13. Supplies. Minimal cleaning supplies and equipment are available through UH Management Office. It is the resident's responsibility to keep the room clean and to change out light bulbs and air filters as needed.

2.14. Leave/Extended Temporary Duty (TDY)/ Deployments. If resident will be leaving his/her quarters unoccupied for extended periods of time (over three days) he/she will need to inform the UH Management Office. The resident ***must*** make arrangements for security, prudent care, and periodic inspections of quarters and vehicle arrangement. Inform the UH Manager of intended absence and provide the name of a person designated by you to have access to perform normal occupant maintenance. Do not turn off heat, ventilation and air conditioning (HVAC) system during absences. Report any maintenance problems to UH Management Office before leaving.

2.15. Resident Liability - Damage to Quarters. Residents are liable for loss or damage to UH, equipment, furnishings caused by abuse or negligence of the residents or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. § 2775).

2.15.1. The UH Management Section Chief makes the initial determination whether or not the resident is responsible for the abuse or negligence, informs the resident of their liability and ensure the costs of damage are collected. **NOTE:** Residents are encouraged to purchase renter's insurance.

2.15.2. The UH Management Section Chief notifies the Housing Manager of the need for an ROS when the member does not accept liability or the damage is valued at over \$500 (AFMAN 23-220, Reports of Survey for Air Force Property). The Housing Manager requests the BCE initiate an ROS to determine liability. Financial liability is determined IAW 10 U.S.C. § 2775 and DoD 7000.14R Volume 2, Chapter 7.

- 2.15.2.1. Ensure member reimburses government for responsible costs sufficient to cover necessary repairs, replacements or cleaning. Authority to deduct charges from a military member's pay is in 10 U.S.C. § 2775. Salary offset for civilian employees is authorized in DoD 7000.14R Volume 8 (Civilian Pay). Notify member prior to taking reimbursements actions.
- 2.15.2.2. Credit the amount collected for loss or damage to UH facilities and furnishings to the installation O&M account for UH PE xx553F.
- 2.16. Energy Conservation: UH Management Office need your assistance to conserve energy. Keep exterior doors closed during heating and cooling periods. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building. ***Do your part to conserve energy.***
- 2.16.1. Suggested thermostat setting for heat is 68F and for air conditioning is 78F.
- 2.16.2. An organized effort must be expended to conserve electricity by eliminating unnecessary use. Residents can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods: 0900 to 1130 and 1400 to 1900. Do not leave television, radios or other electronic devices on unattended. Residents will unplug irons and turn off all appliances and lights when not in his/her room.
- 2.16.3. Laundry Facilities. Machines are provided, at no cost, **for use by dorm residents only**. Wash full loads of laundry to conserve energy. Do not over-load washers/dryers. Overloading can cause damage to the machine and clothing. Never place plastic articles, pens, or other markers in dryers. Residents must clean the dryer vent before the dryer is started. Do not wash chemical training suits in these machines as the charcoal may cause damages to the unit. The dormitory occupant is liable for items missing if they are left unattended. Contact the UH Manager if you have a problem.
- 2.17. Environment. Trash, engine oils, engine coolants, car grease and other similar products ***must not*** be poured into plumbing, drainage system or on the ground. Automotive tires, batteries, engine oils are to be properly disposed of through recycling programs or off base service centers.
- 2.18. Smoking and Drinking. Smoking in rooms or building areas is ***absolutely prohibited***. **Designated smoking areas are in pavilion areas**. Legal age for consuming alcohol is ***21***.
- 2.19. Bicycles. Bicycles will not be stored under staircases, on walkway balconies or chained to railings. Abandoned bicycles will be tagged, picked up by 75 SFS, and disposed of in accordance with established Air Force guidance.
- 2.20. Vehicles. Inoperative vehicles must be removed within seven days to a suitable storage location. Motorcycles should be parked in the designated motorcycle parking areas, and not under gazebos, under dormitory staircases, or on sidewalks. When TDY or on leave for over three days notify the UH Manager. Repairs of vehicles are not authorized in the dormitory areas or parking lots. Vehicle work shall be done in the Auto Hobby Shop, telephone number 777-3476. Authorized minor work consists of changing a flat tire or jump-starting a vehicle. Residents may clean and wax vehicles in the dormitory parking lot; however, no cleaning/washing of vehicles will be done on sidewalks, grass or seeded areas.

Do not drive or park on grass or seeded areas. The following are prohibited in dormitory areas and parking lots:

2.20.1. Oil, transmission, radiator, or other coolant/lubricant changes or servicing.

2.20.2. Vehicles which appear to be inoperative, have expired plates or no registration, and flat tires that need repair.

2.20.3. Miscellaneous vehicle parts, pieces, or components (i.e., tires, wheels, truck bed liners, shells, etc. will not be stored in bike rack areas).

2.20.4. 75 SFS will have suspected vehicles and other prohibited items removed according to AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, and local directives.

2.20.5. The speed limit in ***all*** parking lots is 10 miles per hour.

2.21. Ground Care. Residents are responsible for keeping the grounds around the facility clean.

2.22. Trash Collection and Disposal. Prevent trash from accumulating in your room. Residents must take trash to the dumpsters every day. It is not to be left outside the door or put in the dayroom. Large boxes and luggage will be stored in the storage rooms not in personal rooms. Place room trash/garbage in the outside dumpsters. Exterior garbage cans are provided and are used for minor trash/litter--not room trash. Trash that guests create in the dayroom needs to be cleaned up and disposed of in the garbage cans provided in dayroom. ***Do not place trash in hallways, on balconies, or stairwells.***

3. Fire Protection.

3.1. Fire Evacuation Plan. A dormitory fire evacuation plan shows both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct/impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. The plan can be found on your dormitory bulletin board. Any questions on fire prevention should be directed to the Fire Protection Division (775 CES/CEF) at 777-3021.

3.2. Fire Extinguishers. Fire extinguishers are located throughout the dormitory. The fire extinguishers are for firefighting, not for horseplay. Notify the UH Manager if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3. Smoke Detectors. All occupants must evacuate the dormitory if the alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). ***Do not remove smoke detectors for any reason.*** Notify the UH Manager or if after hours call the CE Service Call Desk at 777-1856 to identify any problems with the detector. Articles will not be mounted on, or attached to, any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18-inches from light fixtures, heat or smoke detectors, and heating appliances.

3.4. Fire Reporting. If a fire occurs in the dormitory, notify the base Fire Department at 911, immediately. Provide the fire alarm operator all requested information to include name, dormitory number, and street, if known. Do not hang up until told to do so. All fires must be reported.

3.5. Flammable Storage. Flammable items will not be stored in the dormitory. Examples of items prohibited are fireworks, gasoline, kerosene, candles (with wicks that have been burnt), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover). All others must be stored outside in the flammable storage locker. See the UH Manager for access to the locker. ***Remember -- storage of flammable items is prohibited.***

3.6. Barbecue grills. Portable grills are prohibited for use in or around the dormitories. Built in gas grills are available for resident use in all of the patio areas. Damage from barbecue grills or grease drippings is considered the occupant's responsibility for repair or cleanup.

3.7. Cooking Appliances. Appliances authorized for use in dormitory rooms are coffee pots, hot air popcorn poppers, and microwave ovens. Rice cookers and crock-pots are authorized but must be used on the ***low*** setting. Toasters may be used only in the kitchen/break area and must be cleaned regularly. If in a dormitory kitchen area, residents will never leave cooking unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. ***Never use water - don't attempt to move the pan.*** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. ***Items such as hot plates, toaster ovens, and convection ovens are not permitted for use in the dormitory rooms.***

3.8. Extension Cords. Extension cords must be of continuous length without splices and have the **UL** seal of approval. Extension cords represent a tripping hazard, have all cords positioned in a manner that will not pose this threat, they will not be secured to walls, placed under floor coverings or through holes in walls/floors, or ceilings. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters. Extension cords will not run across the floor or be taped to the carpet.

3.9. Heat Producing Devices. Coffee pots, hot air popcorn poppers, irons, hair dryers, space heaters, curling irons, etc. must be unplugged when not in use.

4. Security Forces. The Installation Commander is responsible for the control and safeguarding of all base property. The 75 SFS accomplishes patrolling of the dormitory area on a routine basis and when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the SFS at 777-3056.

4.1. Vehicles/Parking. All vehicles must have a current state registration. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant.

4.2. Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are ***prohibited*** in the dormitory. Local laws and military regulations govern registration, possession, and storage of privately owned weapons. No weapons of any type, including knives with blades longer than three inches, will be stored or displayed in the room. **Exception: Decorative swords that are mounted to a wood base are allowed to be displayed in the dorm room.** Sportsman type items will be stored in the individual's storage locker located outside the dorm room. This includes bows and arrows, slingshots, martial arts weapons, paintball guns and paintball ammo. All other types of guns designed to propel a projectile (BB, pellet, bullet, etc.) whether by air, gas, or other means, are ***prohibited***. Items such as mace, pepper sprays, and stun guns are ***prohibited***. All firearms

must be stored in the Armory (75 SFS) or off base. For information on storage of firearms, contact the 75 SFS at 777-7916.

4.3. Crime Stop. Be on the watch for and promptly report vandalism to the 75 SFS at 777-3056. In case of emergency, dial 911 (or 777-1911 if using a cell phone) for fast response to report a crime in progress.

5. Good Neighbor Policies.

5.1. Occupant Courtesy. Courtesy goes a long way in helping reduce tension among dormitory residents.

5.2. Noise Control. If stereo or other noise can be heard outside the room or through the walls, it's too loud. Excessive noise is the primary complaint received by Security Forces. Many Air Force members work shifts and are sleeping during the day -- *please be considerate*.

5.3. Parties/Social Gatherings. Parties and other social gatherings are permitted; however, they must be coordinated with UH Manager/First Sergeant prior to the event. Take into consideration that other dormitory residents may be asleep. Do not rearrange or remove dayroom furniture from the dayroom. Dispose of your trash properly. Please keep the noise down to a level that will not disturb other residents. The Enlisted Club and Thornton Community Center are available for parties.

5.4. Parking. There is very little parking space allocated in the dormitory area. Do not park on the grass, sidewalks, or fire lanes. (See paragraphs 4.1).

5.5. Recreation Vehicles. Storage of recreational vehicles in dormitory areas is not authorized. Seasonal equipment is authorized during the appropriate season, but must be coordinated with the UH Manager. This includes motorcycle trailers, jet skis, wave-runners, boats, etc. Contact Outdoor Recreation at 777-9666 to arrange storage for boats or trailers. Space will be assigned on a first come first served basis. If space is not available, off base storage must be arranged.

6. Hill AFB Specific Topics.

6.1. Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Any such enterprise must be approved in writing by the 75 ABW through the 75 CEG/CEIH. *Signs for advertising business are prohibited in the dormitory areas.*

6.2. Solicitation in Unaccompanied Housing. All forms of solicitation are *prohibited* in the dormitories. Report solicitors to the 75 SFS at 777-3056 immediately.

6.3. Telephones. Room phones can be obtained at the resident's expense.

6.4. Cable Television. Satellite dishes are not authorized in dormitories. Cable television can be obtained by calling the local cable company.

6.5. Shelter-in-Place. Shelter-in-Place (SIP) actions can provide short-term (two-three hours in some cases) protection to the occupants and are most effective when building occupants plan and practice their actions in advance. SIP requires three distinct actions to be taken without delay to maximize the passive protection a building can provide.

6.5.1. The inside-outside air exchange rate of the building must be reduced before the hazardous plume arrives. This is done by closing all windows and doors and turning off all fans and HVAC systems.

6.5.2. The building entry and exit must cease during the period of plume passage.

6.5.3. The air exchange rate of the building must be increased as soon as the hazardous plume has passed (determined by emergency response personnel) to purge the building of any residual airborne contamination. Increase the air exchange rate by opening windows and doors, turning on all exhaust fans and turning on or opening the HVAC system(s) to aerate the building.

6.6. Dormitory Shelter Areas.

6.6.1. Building 341-second floor study room and third floor dayroom area. SIP kits are readily available in those areas with instructions on what procedures to take to seal doors/vents and staying in shelter until clearance is given by Emergency Management (EM) Center 777-4909.

6.6.2. Buildings 345/357/361/363/365-Dayroom in each building. SIP kit readily available in dayrooms with instructions on what procedures to take to seal doors, vents and staying in shelter until clearance is given by EM Unit 777-4909.

7. Self-Help Work.

7.1. Requesting Self-Help Work. Self-help work in dormitories must be relatively simple and is designed primarily for occupant benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. All self-help work requires completion of an AF Form 332, *Base Civil Engineer Work Request*, and will be initiated by the UH Manager. ***No work will be accomplished until this procedure has been followed and approval received.***

7.2. Painting Interior Walls. While living in the dormitory, residents may paint their room. This requires an approval before accomplishing. The UH Manager will inspect before and after painting. Government furnished paint is available at the Self-Help Center, 777-1244. Any other color is not authorized.

7.3. Disposition of Improvements. Self-help improvements may be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, the resident's room must be restored to its original configuration.

8. Termination of UH.

8.1. Giving Notice. Orders are not required to set up termination inspections; however, 30 days' notice is required of resident's projected vacating date (except short notice PCS or administrative separations). The UH Manager will schedule the final inspections. If the resident needs a substitute to stand in for final inspection, notify the UH Manager and contact the Office of the Staff Judge Advocate for a Power of Attorney. **NOTE:** The responsibility for final clearance of UH rests solely with the occupant.

8.2. Final Inspection. The occupant is responsible for accomplishing cleaning tasks outlined in this instruction and as directed by the UH Manager prior to turning over the room.

Furthermore, residents must schedule a room pre-inspection 30 days prior to their final room inspection. Upon termination of quarters, residents will also contact the Postal Service Center to close out their mailbox and identify a forwarding address on their locator card.

9. Basic Allowance for Housing (BAH) List. The base wide BAH waiting list is maintained in dormitory 341. If interested in signing up, contact the UH Management Office at 777-3029. The list is updated as needed. Authorizations are based on the member's current rank, date of rank and time in service. Therefore, it is very *important* for residents to keep the UH Manager informed when rank and date of rank changes.

RONALD E. JOLLY SR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 12 and *Hill Supp*, 15 Jan 15

AFI 32-6005, *Unaccompanied Housing Management*, 9 Oct 2008

AFI 33-364, *Records Disposition Procedures and Responsibilities*, 22 Dec 06

Adopted Forms

AF Form 228, *Furnishings Custody Receipt and Condition Report*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABU—Airmen Battle Uniform

ABW—Air Base Wing

AFRIMS—Air Force Information Management System

BAH—Basic Allowance for Housing

RDS—Air Force Records Disposition

CEG—Civil Engineering Group

CCM—Command Chief Master Sergeant

CEG/CEIH—Civil Engineering Group Civil Engineering Installation Housing

CEG/CEOER—Civil Engineering Group Civil Engineering Operation Energy Resources

EM—Emergency Management Center

HVAC—Heating, Ventilation and Air Conditioning

NLT—No Later Than

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

SFS—Security Forces Squadron

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

UH—Unaccompanied Housing

UL—Underwriters Laboratories, Inc

Attachment 2**KEY TELEPHONE NUMBERS****Figure A2.1. Key Telephone Numbers.**

Ambulance	911 or 777-1911 from cell phone
Fire Dept. (Fire Reporting)	911
Security Forces	911
Crime Stop	900 or 777-3056
Housing Division	777- 1840
CE Service Call	777-1856
Postal Service Center	777-2509

DORMITORY MANAGERS OFFICE PHONE NUMBERS

Consolidated Dormitory Management Office	777-3029
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