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Civil Engineering

**UNACCOMPANIED
HOUSING MANAGEMENT**

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This instruction implements Air Force Policy Directive (AFPD) 32-60, Housing and references Air Force Instruction (AFI) 32-6005, Unaccompanied Housing Management. It sets policies, procedures, management, and restrictions for unaccompanied housing management and standards. It applies to Commanders, First Sergeants, dormitory managers, and dormitory residents associated with unaccompanied housing facilities on Incirlik Air Base (AB). Refer recommended changes and questions about this publication to the Office of Primary Responsibility, 39th Civil Engineer Squadron Unaccompanied Housing (39 CES/CEAC), using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/>.

SUMMARY OF CHANGES

The below changes to INCIRLIKABI32-6006 are effective immediately. Minor administrative corrections.

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1. Overview. The Dormitory Management program provides professional management and improves the living environment for residents. 39 CES/CEAC, together with Unit Commanders and First Sergeants, will ensure dormitories are maintained, inspected and corrective and preventative measures are initiated as required.

1.1. Management Concept. Incirlik AB uses the Consolidated Dormitory Management (CDM) concept for all dormitories. Under this concept, the day-to-day management and operation of the dormitories is the responsibility of 39 CES/CEAC.

2. Responsibilities.

2.1. Unit Commanders/First Sergeant.

2.1.1. Provides guidance and instructions on policies and standards for Unaccompanied Housing (UH). Forwards interest items to the Quarters Improvement Committee.

2.1.2. Encourages self-help initiatives, and ensures maximum base involvement to enhance dormitory quality of life improvements.

2.1.3. Schedules and assigns bay orderlies for duty as required by the 39th Air Base Wing (39 ABW) Bay Orderly Program. The bay orderly program is comprised of residents detailed by individual units to perform required duties under the supervision of 39 CES/CEAC that ensure cleanliness standards of UH common areas are maintained.

2.1.4. Schedules and oversees execution of "GI Parties" or additional cleanings, as required, beyond the scope of the bay orderly program.

2.2. 39th Air Base Wing Command Chief (39 ABW/CCC).

2.2.1. Participates in Dormitory Military Construction planning as required.

2.2.2. Ensures the Commander's policies and procedures are known and understood by all dormitory residents.

2.2.3. Briefs 39th Air Base Wing Commander (39 ABW/CC) and Group Commanders on dormitory trends observed. Advocates for Quality of Life improvements with wing leadership.

2.2.4. Coordinates with First Sergeants and dormitory managers to ensure a high standard of living in the dormitories.

2.2.5. Coordinates Distinguished Visitor tours with First Sergeants and 39 CES/CEAC.

2.2.6. Chairs quarterly Installation Dormitory Council meetings and provides guidance and mentoring to the Airman Dormitory Council.

2.3. 39th Civil Engineer Squadron Unaccompanied Housing (39 CES/CEAC).

2.3.1. Serves as the base Office of Primary Responsibility for this instruction.

2.3.2. Recommends actions to the 39th Civil Engineer Squadron Commander (39 CES/CC) to correct less than optimum (90% occupancy) utilization or inadequate operational inventories of dormitory rooms.

2.3.3. Processes authorizations to stop and start housing allowances (i.e. Basic Allowance for Housing, Overseas Housing Allowance, Advance Overseas Housing Allowance and Temporary Living Allowance).

- 2.3.4. Budgets, purchases and distributes dormitory office and cleaning supplies for common areas.
- 2.3.5. Compiles a consolidated monthly dormitory occupancy report.
- 2.3.6. Ensures all matters pertaining to dormitory living are coordinated with the Unit Commander or First Sergeant.
- 2.3.7. Serves as point of contact for construction/renovation projects affecting all dormitories.
- 2.3.8. Publishes bay orderly detail and alternate listings, to ensure dormitories are maintained in accordance with Air Force and locally established standards. Manages and inspects bay orderlies daily. Where dormitories are shared with other squadrons, ensures bay orderly listings are coordinated with other squadrons and assignments are made equitably. First Sergeants are responsible for ensuring slots are filled.
- 2.3.9. Assigns all rooms; maintains and issues all individual room keys, ensuring control of all master keys.
- 2.3.10. Issues linens to incoming personnel. Collects linens from outgoing personnel.
- 2.3.11. Ensures rooms and furnishings are assigned in writing. All residents must, in the presence of the dorm manager, inspect their assigned room and its contents. Exceptions and damages must be annotated at this time. This includes updating the name sign on the door to the room, as part of in-processing.
- 2.3.12. Dorm managers will conduct maintenance and facility inspections as required. When the health and safety of the resident is in question, Commanders and First Sergeants will be contacted to assess the resident's living area.
- 2.3.13. Conducts security checks during resident's absence (Temporary Duty (TDY), leave) at request of resident.
- 2.3.14. Ensures daily tracking and reporting of incoming and outgoing personnel.
- 2.3.15. Conducts an inventory when an individual moves from their room to make sure all furnishings are in good repair, there is no damage beyond normal wear and tear, and the room has been thoroughly cleaned and is ready for re-occupancy. If damage beyond normal wear and tear is evident, repair/replacement will be pursued at the member's expense in accordance with DoD Directives 7200.11 and 7000.14-R, Volume 12, Chapter 7. 39 CES/CEAC uses the price sheet at Attachment 4 and processes all paperwork (as required for each situation), to include DD Form 200, Financial Liability Investigation of Property Loss, DD Form 362, Statement of Charges/Cash Collection Voucher (\$500 or more), DD Form 1131, Cash Collection Voucher (less than \$500), and/or DD Form 139, Pay Adjustment Authorization (less than \$500). All paperwork must be completed prior to the resident's departure date.
- 2.3.16. Reports facility and facility equipment deficiencies or discrepancies to the 39th Civil Engineer Squadron Customer Service (39 CES/CECMMA).
- 2.3.17. Reports appliance deficiencies or discrepancies to the 39th Civil Engineer Squadron Furnishings Management Office (39 CES/CECHF), in common areas, and communal kitchens to include ice machines.

2.3.18. Provides an on call after hours military dormitory manager for emergencies that cannot be handled by the Unit First Sergeant (e.g. lock repair, urgent work coordination).

2.3.19. Publishes and updates the UH Brochure and ensures updated UH information is included in all 39 ABW Newcomer information resources.

3. Unaccompanied Housing Staff Non-Voluntary Assignments.

3.1. The following selection procedures apply in order to build a candidate list for Airman Dormitory Leader (8H000) Superintendent selection if there are no volunteers for the position through normal assignment processes.

3.2. 39th Force Support Squadron provides a report of all 39 ABW Master Sergeant (MSgt) authorizations and fills in order to identify which Groups are above their authorization. First Sergeants are exempt regardless of the MSgt manning in their unit.

3.3. Once the identification process is complete, the subordinate units provide a nominee through their respective Group Commanders. Group Commanders and Wing Staff Agency Chiefs qualify and prioritize a list of eligible candidates. The list is reviewed by the 39 ABW/CCC and a recommendation is made to the 39 ABW/CC for final decision.

3.4. If no MSgts are available to fill the position, a Technical Sergeant (TSgt) is considered on a volunteer basis. If no TSgts volunteer, the 39 ABW follows the same non-volunteer process described for overage MSgts.

3.5. This process also applies if the 39 ABW receives no qualified TSgt or Staff Sergeant (SSgt) Airman Dormitory Leader non-superintendent volunteers.

4. Dorm Mayors.

4.1. Dorm Mayor is a voluntary position and appointed by the individual First Sergeants held in the dormitory to assist with after duty situations to include: lockouts, loud music and disruption within the dormitory.

4.2. Dorm Mayors may have master keys of the dorms, which residents may call upon for lockouts. These master keys are the sole responsibility of the Dorm Mayor and must not be "loaned" to residents.

4.3. When requested to assist with lockouts, the Dorm Mayor will accompany the resident to their room and unlock the door. If a master key is lost or stolen, Dorm Mayors must report this to 39 CES/CEAC immediately.

5. Bay Orderly Program. Incirlik AB uses a centralized bay orderly program aimed at increasing resident accountability and ownership in dormitory facilities and grounds. This program will help to ensure the maintenance, operability and overall cleanliness of Incirlik's UH campuses.

5.1. Participation in the bay orderly program is mandated for units with residents in UH facilities 880, 882, 885, 892, 894, 896, 960, 962 and 964. The bay orderly program does not apply to UH residents in Herky Housing or permanently-converted Military Family Housing units.

5.2. 39 CES/CEAC Responsibilities: 39 CES/CEAC is the office of primary responsibility and is responsible for ensuring the effective and efficient management of the bay orderly

program. A duty roster will be maintained on the Incirlik AB Sharepoint website at <https://ice.usafe.af.mil/sites/39ABW/MSG/CES/unaccompaniedhousing/SitePages/Home.aspx>. The assignment of bay orderlies will be closely coordinated with unit First Sergeants and posted on the duty roster. Bay orderly duty rotations will begin on Tuesday's at 0900. Roll call will be taken Monday/Wednesday at 0730 and Tuesday/Thursday/Friday at 0900. Daily duties will be assigned in accordance with the bay orderly checklist. No-shows and late arrivals will be reported to the unit First Sergeant immediately for action. Bay orderlies will be released at 1630 hours Monday – Friday. In the event that daily duties are accomplished prior to 1630 hours, bay orderlies will be released back to their units and First Sergeants will be notified via email. A weekly safety briefing will be provided to the assigned bay orderlies. 39 CES/CEAC is responsible for ensuring the availability of adequate common area cleaning supplies in accordance with (IAW) AFI 32-6005.

5.3. First Sergeant Responsibilities: First Sergeants are responsible for providing bay orderlies and updating the Airman Dorm Leaders if a member needs to have a replacement provided. One bay orderly must be provided per dormitory/per week as deemed necessary by 39 CES/CEAC. First Sergeants are responsible for taking action on no-shows, late arrivals and poor performers. Scheduling and supervision of G.I. parties and cleanings beyond the scope of the bay orderly checklist are the responsibility of the units occupying the dormitories.

5.4. Bay Orderly Responsibilities: Perform bay orderly duty from Tuesday – Monday (7 days) as scheduled by Airman Dormitory Leaders. Bay orderlies are only required to report to 39 CES/CEAC for duty on normal 39 ABW duty days. However, they are still responsible for accomplishing the items listed on the bay orderly checklist (Attachment 3) during all down days. Completion of these items will be initialed on the bay orderly checklist and verified upon reporting to 39 CES/CEAC on the next duty day. Bay orderlies report to their Airman Dorm Leader's office Monday/Wednesday at 0730 and Tuesday/Thursday/Friday at 0900 (with the exception of holidays and down days). Thoroughly complete all requirements on the supplied bay orderly checklist. Perform self-supervised litter detail on weekends, holidays and down days to ensure a clean and professional appearance is maintained in Incirlik's UH campuses. Areas of responsibility include but are not limited to all common areas, day rooms, laundry rooms, bathrooms, storage rooms, custodial rooms (formally known as Abbi rooms), storage lockers, Barbecues, flammable lockers, kitchens, gazebos, grounds, and garbage cans for each member's assigned dormitory. Report back to the CDM office at 1600 Monday – Thursday for release back to unit work center. Report back to the CDM office at 1400 on Friday (or the last wing duty day of the week) for a weekend safety briefing.

5.5. Duty Hours. Duty hours are Tuesday through Monday from 0730-1630 hours, with a one-hour lunch break from 1200 – 1300 hours. In the event that daily duties are accomplished prior to 1630 hours, bay orderlies will be released back to their units and First Sergeants will be notified via email.

6. Resident Quarters Cleaning Standards. All dormitory residents will comply with the following room standards.

6.1. All unaccompanied residents will comply with the following standards. Neat, clean, and orderly living quarters are absolutely essential to good health and hygiene. The condition of

individual areas in the room, latrine, hallways, and storage rooms characterize the person and the unit in the eyes of others. For this reason, overly restrictive standardized requirements will not be imposed. The primary objective is for UH to be kept clean and orderly.

6.2. Individual beds will be made before departing room, using either issued or personal bedspreads and blankets. Government issued linen is available. Residents may elect to purchase and use their own bedding. The resident will clean all linens, government owned or personal at least weekly.

6.3. Contents of individual wall lockers, wardrobes, and closets will be neatly arranged. Outside surfaces of lockers will be free of stains, marks, stickers, and graffiti. Doors and drawers left ajar or overflowing with contents are subject to inspection.

6.4. Clean blinds and drapes regularly. Drapes will be neatly hung, clean, and free of stains. Clean inside windows, channels and windowsills monthly. Outside windows will be cleaned and washed at the discretion of 39 CES/CEAC and work accomplished consistent with good safety practices.

6.5. Residents are responsible for routine spot removal and vacuuming carpet thoroughly to remove foreign matter. Do not use general purpose cleansers such as Formula 409, Resolve, Spot Shot, Windex, or any other product containing a bleaching agent (chlorine) on carpet. Use only cleaning products and shampoos provided or recommended by 39 CES/CEAC. Non-removable stains are considered beyond fair wear and tear and, therefore, are resident-caused damages for which the resident will be held liable. Any stains that cannot be removed will result in charges for replacement.

6.6. Residents must take trash to the dumpster daily. It may not be left outside the room or placed in the dayroom or other common areas. Residents are responsible for picking up all trash in front of their doorway/window within 10 feet from entrances.

6.7. Keep light fixtures with working bulbs, lamps, wall plugs, and switches clean and in good repair. Replacement common light bulbs are available from the 39th Civil Engineer Squadron Self Help store or the CDM office. Residents can be issued two common light bulbs per month. Vanity light bulb replacement will be coordinated through 39th Civil Engineer Squadron Customer Service (39 CES/CECMMA).

6.8. Clean interiors of refrigerators regularly. Defrost the freezer once per month unless needed more frequently. Remove all food particles or dust/dirt from the rubber seals around the edge of the doors leaving them clean. Be sure to clean around and under the refrigerator. While defrosting the freezer, do not use sharp instruments to chip away ice. This practice may puncture the coils, and you may be held liable for replacing the unit.

6.9. Clean ovens, broiler units, and top burners regularly to prevent a fire hazard. Use oven cleaner only on the inside of the oven. Do not use cleaner on ovens that are self-cleaning. Residents are liable for any damage caused to the range. Oven cleaner is extremely caustic and will damage any surface it comes in contact with other than the inside of the oven. Never leave the oven unattended when it is in use.

6.10. Clean microwaves inside and out at all times. Never leave the microwave unattended when it is in use.

6.11. Bathrooms must be kept especially clean due to the potential for bacteria growth. Clean the toilet inside and out with a disinfectant cleaning product weekly. Clean the shower tile, bathtub, and sliding glass doors/shower curtain, with a disinfectant type cleaner at least weekly. Remove soap scum and other residue on walls. Sliding glass doors/shower curtains must be clean and have no mold or mildew stains. Pay particular attention to the curtain wall, as it will mold quickly if allowed to remain damp for extended periods of time. Utilize the built in exhaust fans to clear the bathroom of excess moisture in the air after showering. Be sure the ceiling light is clean and operational. Be sure the entire ceiling is clean and has no build-up of mold or mildew. Clean the floor, to include behind the toilet and in the corners. Keep mirrors clean and free of stains and splatters.

6.12. Residents will be held liable for all damage to government property in their room beyond fair wear and tear. This includes damage or loss of property due to unauthorized modification of furnishings.

7. Facility Maintenance.

7.1. Residents who observe common area maintenance discrepancies must report the discrepancy to the 39 CES/CEAC CDM office at 676-3188.

7.2. For maintenance discrepancies inside resident quarters to include doors, locks, and windows, members will report the discrepancy to 39th Civil Engineer Squadron Customer Service (39 CES/CECMMMA) at 676-7008.

7.3. Residents are required to coordinate with 39th Civil Engineer Squadron Customer Service (39 CES/CECMMMA) and escort maintainers into their quarters to accomplish the maintenance. 39 CES/CEAC will cancel any and all nonessential or nonemergency work orders in the event the resident cannot be made available.

7.4. Residents are responsible for scheduling all fair wear and tear maintenance ahead of their final out inspection. Any damages beyond fair wear and tear will be cause for government reimbursement before the resident can be released from Unaccompanied Housing.

8. Lockouts.

8.1. During the hours of 0830-1500 Monday-Friday, residents will contact 39 CES/CEAC (UH Management) at 676-3080/3188/3776 for lockout resolution. The responding UH Manager will escort the resident to his or her room and unlock the door.

8.2. After duty hours they are to see their Dorm Mayor. If a Dorm Mayor can't be located, they are to call the First Sergeant who may in turn contact the 39 CES/CEAC Stand-By Airman Dorm Leader.

8.3. Herky Housing and permanently converted family housing residents must coordinate lockouts with 39th Civil Engineer Squadron Customer Service (39 CES/CECMMMA) at 676-7008.

8.4. Residents will be charged for lost room keys.

8.5. Duplicate keys are requested through the 39 CES/CEAC. The original keys, issued to the resident must be returned at the final inspection. Individually procured duplicates are not

acceptable. Lost/missing/improperly duplicated keys are cause for re-keying the lock cylinder. 39th Civil Engineer Squadron will accomplish this at the resident's expense.

9. Fire Protection.

9.1. A dormitory fire evacuation plan has been made showing both primary and alternate routes of escape in the event of a fire.

9.2. Furnishings will be arranged so as to not obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors.

9.3. Residents should know the plan and practice their escape route. The plan must be located on the first floor dormitory bulletin board of each dormitory.

9.4. Fire extinguishers are located throughout the dormitory. The fire extinguishers are for fire fighting and not for horseplay. Anyone noticing a fire extinguisher that is over or undercharged, or has been discharged or damaged must report it to 39 CES/CEAC immediately.

9.5. Storage of flammables or explosives is prohibited. Prohibited flammables include: gasoline, kerosene, candles (with wick showing they have been burned), incense or any open flame.

9.6. The only flammable liquids allowed are for cigarette lighter refilling, or cosmetics (i.e. nail polish, nail polish remover, cologne).

9.7. All others including charcoal and lighter fluid must be stored outside the dormitory in the yellow, flammable storage locker.

9.8. Space heaters of any type are prohibited in dormitories.

9.9. Extension cords must be of continuous length without splices and must be Universal Laboratories (UL) listed. Extension cords present a tripping hazard. Residents will ensure all cords are positioned in a manner that will not pose this threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors, or ceilings. Extension cords will not be used in place of fixed wiring.

9.10. A multiple surge protector, like the type used for computer equipment is authorized if it is UL listed.

9.11. Residents will not disable the self-closing devices on interior doors, or tinker with the fire alarm/smoke detectors.

9.12. Any questions should be directed to the 39th Civil Engineer Squadron Fire Department at 676-6974.

10. Good Neighbors.

10.1. It is not easy for large numbers of people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dorm residents.

10.2. Quiet hours are 24 hours a day due to shift workers living in all dormitories and Herky Housing and 2200-0600 in permanently converted family housing. If stereo or other noise can be heard outside the room or through the walls, it's too loud. Violation of this policy will

be referred to Squadron Commanders and/or First Sergeant for action. Disorderly conduct may also be referred to the 39th Security Forces Squadron for response.

10.3. Parties and other social gatherings are permitted provided residents and their guests act responsibly. Residents must also take into consideration that other dorm residents may be asleep. Residents must clean up after themselves. If resident rearranges dayroom furniture, they must put it back to its original location prior to departing the area. Residents may NOT remove dayroom furniture from the dayrooms. Trash must be disposed of properly. Noise must be kept to a level that will not disturb other residents.

11. Visitation.

11.1. Receiving visitors or guests in the unaccompanied facilities is a privilege. Personal privacy of UH residents is of paramount concern. Guests are permitted during approved visitation hours as long as their behavior does not disturb the privacy or otherwise interfere with the rights of other residents.

11.2. Residents are responsible for their guests' behavior. No guest or visitor will enter a dormitory without a resident escort.

11.3. All guests not authorized access to the installation must have a current Turkish Air Force Visitor Pass.

11.4. Unaccompanied residents are prohibited from having a guest or visitor who is under the age of 18 unless the person is a member of the U.S. Armed Forces or the resident's family member. Guests (except for military personnel and family members), must possess on their person, documentation to prove their age at all times. Regardless of age, DoDDS students are not allowed in unaccompanied housing without parental supervision. Guests are prohibited between the hours 2400-0600. Cohabitation is not authorized, unless specifically approved by the unit commander for the purpose of family visitation.

11.5. Good order and discipline must be maintained. Guests or visitors of age are permitted to remain in quarters during approved visitation hours as long as sponsor is with them at all times.

11.6. Residents' dependent family members are permitted to remain in the quarters overnight provided the resident obtains written permission from his/her Commander and suite mate.

11.7. Family visitations are initially limited to 30 days and must be authorized in writing by the member's squadron commander. Request for guests to stay for up to 60 days must be routed to the Installation Commander for approval. Contact 39 CES/CEAC for letter templates.

12. Smoking.

12.1. Residents will not smoke any type of tobacco or similar type products in their dormitory room or indoor common areas. All installation dormitories, including Herky Housing, are designated non-smoking. Each dormitory has a designated outdoor smoking area, and those are the only authorized smoking locations on the UH campuses. Residents in permanently converted family housing area are only allowed to smoke in the fenced area of their backyard. Use of smoking areas is a privilege and, as such, designated smoking areas may be placed off-limits if abused or if residents fail to maintain cleanliness.

13. Drinking.

13.1. Legal age for drinking is 18. If residents are assigned a suitemate who is under 18, this underage person may NOT have or consume alcohol.

13.2. Commanders, after consulting with the 39th Air Base Wing Staff Judge Advocate office, may ban the consumption of alcoholic beverages in common areas, at their discretion.

14. Weapons.

14.1. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in Unaccompanied Housing and possession is punishable under Article 92, Uniform Code of Military Justice. Specific exceptions may be granted with written approval from the unit First Sergeant and 39 CES/CEAC Chief. Exceptions will be on a case-by-case basis and may be considered for decorative items, personal property for use on 39 ABW recreational facilities (e.g. paintball gun), or items used for personal protection (e.g. pepper spray).

14.2. Local laws and military instructions govern registration, possession, and storage of privately owned weapons.

14.3. No weapons of any type will be stored or displayed in the quarters without written approval from the unit First Sergeant and 39 CES/CEAC Chief. This includes bows and arrows, martial arts weapons, and knives with blades longer than three inches.

14.4. All types of guns designed to propel a missile (BB, pellet, paint balls, bullet, etc.) whether by air, gas or other means are prohibited unless written approval from the unit First Sergeant and 39 CES/CEAC is obtained. Items such as stun guns are also subject to this provision.

14.5. First Sergeants have the right to determine weapons vs. decorative items on a case-by-case basis.

14.6. Residents who wish to store a prohibited item may submit a written request to their First Sergeant and 39 CES/CEAC Chief for approval. The approval request will be filed in 39 CES/CEAC files and a copy of the letter posted in back of the resident's door.

15. Decorations.

15.1. Wall displays or pictures are encouraged. Any holes or other damage to walls from posters/pictures will be repaired before terminating the room. Pictures of persons either male or female that may be offensive to other people are prohibited as determined by Squadron Commanders and/or First Sergeants. Pornographic as well as any other material concerning this matter is also unacceptable. Pictures that depict or show genitalia, breasts, illegal substances, the act of sexual intercourse, or contain sexist, racist or profane material are unacceptable as room decorations.

15.2. Substance abuse paraphernalia is also unacceptable and subject to confiscation. Due to the cultural environment specific to Turkey, Hookas used for smoking tobacco are not considered substance abuse paraphernalia and are authorized for storage. They may not be utilized inside government quarters at any time, and are subject to all applicable smoking policies.

15.3. Items or pictures that degrade national or military leaders are unacceptable as decorations.

15.4. Alterations to or modifications of government furniture are not authorized.

15.5. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment.

15.6. No items will be posted or attached on windows. Exceptions may be made for day sleepers without black out blinds installed. Self-made black outs will be in good taste (not foil or card board). Static-cling type holiday window decorations may be used.

15.7. No decorations are permitted within 18 inches of light fixtures or smoke alarms.

15.8. Dartboards are authorized only if plastic tip darts/safety boards are used. No metal tipped darts allowed in dorm rooms.

16. Room Signage.

16.1. Room numbers and names tags with name, rank, unit, duty phone, Date Eligible for Return From Overseas (DEROS) and shift will be the only items mounted on the door or to the side of the door.

16.2. Name and rank should be updated to reflect the most current status. Residents will report to 39 CES/CEAC to obtain an updated sign as required. Pen and ink or 'homemade' signs are not acceptable.

16.3. Shift workers who are resting and don't wish to be disturbed may insert a tag in their name sign stating "Shift Worker, Do Not Disturb".

16.4. Name tags and room numbers must remain visible at all times, even during authorized holiday door decorating contests.

17. Vehicles.

17.1. Repairs of vehicles are not authorized in the dormitory areas or parking lots. Vehicle work shall be done at the Incirlik AB Auto Hobby Shop or other appropriate facility designed for vehicle repairs.

17.2. No cleaning or washing of vehicles will be done except in authorized areas, such as the Incirlik AB Auto Hobby Shop. Additionally, car parts/accessories will not be stored inside resident quarters. Residents must contact dorm management for access to approved storage areas as required.

17.3. Inoperative, un-registered, improperly tagged, or unlicensed vehicles are not authorized in the dormitory area parking lot and are subject to towing at owners expense. All vehicles must be registered.

17.4. Parking is only permitted on paved and specifically marked areas. Do not park in the crosswalk, fire lane, or within 15 feet of fire hydrants. Overnight parking for dormitory residents is not authorized in the Fitness Center parking lot.

17.5. Motorcycles must be parked in parking areas and not under gazebos, under dormitory staircases, bicycle sheds, or on sidewalks.

17.6. Recreation vehicles and utility trailers are not authorized in the dormitory parking lots.

17.7. Bicycles may be kept in rooms only if they are clean and do not pose a fire egress/ingress hazard. In most cases, they should be locked up at the bicycle racks which are provided at each dormitory if outside storage space is provided. Bicycles stored outside at bike racks must be marked with owner's name, unit, and DEROS. 39 CES/CEAC will coordinate with unit First Sergeants for removal of any unmarked or abandoned bikes.

18. Pets.

18.1. The only pets allowed in the dormitories are fish. Aquariums are limited to one 20-gallon aquarium (maximum size) per room and will be kept clean and free of odor. Residents are responsible for any damage caused to the room by their pet(s). SNCO/CGO/FGO residents in Herky or in permanently converted family housing may have up to 2 pets per residence. An MFR for the pet policy must be signed prior to putting a pet in the member's residence. Contact 39 CES/CEAC for the letter.

18.2. If a resident goes TDY or on leave, he or she must notify the dorm manager of who will be caring for the fish in the resident's absence.

18.3. Any violation of these guidelines will be referred to Squadron Commanders and/or First Sergeant for action.

19. Self-Help Projects.

19.1. An integral part of making dormitories more pleasant is self-help. Unit Commanders are given wide latitude in creating and completing self-help projects to enhance dormitory life. In fact, many projects require self-help efforts due to shortage of operation and maintenance, and contract funds. Prime areas of self-help projects include dayrooms, murals, laundry rooms, vending areas, game rooms, and common areas. Care must be exercised to ensure all self-help projects adhere to Incirlik AB policies, and are in good taste.

19.2. All self-help projects require completion of an AF Form 332, Base Civil Engineer Work Request, coordination with 39 CES/CEAC, and other agencies as necessary, and proper approval as determined by the 39 CES/CC. No work will be accomplished until this form has been completed, properly coordinated and approved.

19.3. Painting of walls with other than approved colors requires an approved AF Form 332 and coordination with 39 CES/CEAC prior to start of work. Approved colors are Magnolia and only Light Neutral Colors. A copy of the approval must be maintained on file with 39 CES/CEAC. Government furnished paint is available in a few approved colors.

19.4. The room must be returned to its original color and condition before terminating the room. Do not paint items not meant to be painted such as tree trunks, rocks, or curbs, light switches, wall outlets, cabinets, moldings, and all furnishings.

19.5. Self-Help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, areas must be restored to their original configuration.

20. Armed Forces Network (AFN) Television, Internet and Telephone Service.

20.1. Private telephones are permitted. Telephone cable and connection boxes will not be installed, moved, or altered. Defense Switched Network (DSN) Telephone service can be set up in room through the 39th Communications Squadron.

20.2. AFN connections are available in each UH room, and private televisions are permitted. Cable wires, boxes, converters, and equipment will not be modified, installed, relocated or removed.

20.3. Splicing of television cable, internet or telephone services is prohibited. Violators will be referred to their Commanders and/or First Sergeant for action.

20.4. Satellite dishes are not authorized in dormitories, but are authorized in permanently converted family housing and Herky.

20.5. 39 CES/CEAC will not accompany telephone, cable or internet service technicians for installation, removal, or upgrades. The residents must be available to allow the technician access to their room; do not leave it unsecured.

21. Security.

21.1. Security of individual quarters is the responsibility of each resident. Report inoperable door and window locks to 39 CES/CEAC immediately for resolution.

21.2. All doors and windows will be locked at all times when quarters are not occupied.

21.3. Televisions, stereos, fans, and lights will be turned off at all times when quarters are not occupied.

22. Dormitory and Room of the Quarter Inspections.

22.1. Quarterly dorm inspections are accomplished by the 39 ABW/CCC.

22.2. Unit First Sergeants and/or commanders are encouraged to inspect all rooms monthly to ensure their respective dormitories are presented to 39 ABW/CCC in inspection order. The Command Chief chooses individual rooms for inspection as part of the Dormitory and Room of the Quarter Awards process.

22.3. The 39 ABW/CCC awards dorm and room of the quarter based on the unit and member which displays the highest degree of neatness, cleanliness, serviceability, and unit cohesion.

22.4. Locally developed checklists and scoring factors may be used.

23. Government Provided Furnishings.

23.1. Residents sign for the furniture in their room on an AF Form 228, Furnishings Custody Receipt and Condition Report maintained in the dormitory manager's office and will be held liable for loss or damages. See Attachment 4 for a listing of furnishings and cost estimates. When properly cared for, furnishings can last five years or more. Government furnishings will not be stored to allow for personal furniture. Nor will they be removed from the rooms.

23.2. Abandoned furnishings will be collected by 39 CES/CEAC. Residents who cannot account for assigned furnishings during the final-out inspection will be charged the depreciated value of the missing items.

24. Miscellaneous.

24.1. Roof area is off-limits to all dormitory personnel.

24.2. Residents will not move quarters without prior coordination with and approval from the Unit First Sergeant and the 39 CES/CEA Superintendent. Only government-directed

moves will be handled through 39th Logistics Readiness Squadron Transportation Management Office.

25. In-processing and Out-processing Procedures.

25.1. Quarters In-processing.

25.1.1. Unaccompanied personnel are assigned government quarters upon arrival.

25.1.2. Rooms are assigned in writing using an AF Form 291, Unaccompanied Quarters Assignment – Termination Record, and AF Form 228 by 39 CES/CEAC.

25.1.3. Each resident will inspect his/her room and its contents upon assignment in the presence of 39 CES/CEAC. The resident will sign the AF Form 228, acknowledging receipt and condition of the assigned room and furnishings. Exceptions and damage to the room and its furnishings must be annotated at this time.

25.2. Quarters Out-processing.

25.2.1. Orders are not required to set up a termination inspection. The dorm manager requires 30 days notice of your vacating date (short notice Permanent Change of Station accepted). At the time the resident notifies the dorm manager, they will schedule the final inspection.

25.2.2. Cleanliness of the resident's quarters must adhere to the guidance prescribed in this instruction, as well as the final inspection checklist provided by 39 CES/CEAC at the pre-final inspection and included as Attachment 2.

25.2.3. Residents' rooms must be in inspection order by 0800 hrs on the day of the final-out inspection.

25.2.4. Residents must complete AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination, parts A, B, C prior to the final-out inspection and present the completed form to the inspector. Copies can be obtained at 39 CES/CEAC within Building 833, two duty days after the final inspection.

25.2.5. The responsibility for final clearance of unaccompanied housing rests solely with the resident.

25.2.6. Residents must show their Turkish Customs Clearance Letter in order to final-out of their room.

25.3. No Shows.

25.3.1. Residents are required to be in their quarters between the hours of 0900 and 1100 or 1300-1500 on the days of their in-processing, pre-final and final-out inspections.

25.3.2. No-shows will be reported to the member's First Sergeant. Residents who fail to show for these mandatory appointments will themselves be responsible for rescheduling the applicable inspection at 39 CES/CEAC's convenience.

26. Hardships.

26.1. Air Force personnel may live in the dormitories up to five days with First Sergeant approval provided rooms are available.

26.2. Situations over five days require a hardship letter from the resident's Commander and must be approved by the 39 ABW Commander.

JOHN C. WALKER, Colonel, USAF
Commander

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

AFPD 32-60, Housing, 4 March 2015

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

AFI 32-6005, Unaccompanied Housing Management, 09 October 2008

Adopted Forms

DD Form 362, Statement of Charges/Cash Collection Voucher

DD Form 1131, Cash Collection Voucher

DD Form 139, Pay Adjustment Authorization

AF Form 332, Base Civil Engineer Work Request

AF Form 291, Unaccompanied Quarters Assignment – Termination Record

AF Form 228, Furnishings Custody Receipt and Condition Report

AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination

AF Form 847, Recommendation for Change of Publication

AF Form 75, Visitor/Vehicle Pass.

Abbreviations and Acronyms

39 ABW—39th Air Base Wing

39 ABW/CCC—39th Air Base Wing Command Chief

39 CES—39th Civil Engineer Squadron

39 CES/CEA—39th Civil Engineer Squadron Unaccompanied Housing Superintendent

39 CES/CEAC—39th Civil Engineer Squadron Unaccompanied Housing

39 CES/CECHF—39th Civil Engineer Squadron Furnishings Management Office

39 CES/CECMMA—39th Civil Engineer Squadron Customer Service

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Prescribing Directive

AFRIMS—Air Force Records Information Management System

BAH—Basic Allowance for Housing

CDM—Consolidated Dormitory Management

DEROS—Date Estimated Return Overseas

DoDDS—Department of Defense Dependent Schools

DSN—Defense Switched Network

HVAC—Heating, Ventilating and Air Conditioning

OHA—Overseas Housing Allowance

RDS—Records disposition Schedule

TDY—Temporary Duty

TLA—Temporary Living Allowance

UEQ—Unaccompanied Enlisted Quarters

UH—Unaccompanied Housing

UHQ—Unaccompanied Housing Quarters

UOQ—Unaccompanied Officer Quarters

Attachment 2

INDIVIDUAL ROOM INSPECTION CHECKLIST

Figure A2.1. Individual Room Inspection Checklist.

Dorm/Room/UHQ _____ Occupant _____

Pre Inspection: _____ Final Inspection Date: _____

DORM OCCUPANTS CLEANING INSTRUCTIONS:

This listing provides standards necessary to clear a dorm room/Unaccompanied Officer/Enlisted Quarters (UOQ)/(UEQ). IF QUARTERS ARE NOT CLEANED TO ALL STANDARDS DESCRIBED BELOW, AN AUTOMATIC FAIL WILL BE ISSUED, which will cause a delay in the occupant's out processing! If a fail is issued, it is the OCCUPANT'S RESPONSIBILITY to schedule a re-inspection for the next available duty day with the unaccompanied housing office 676-3080.

IF OCCUPANT QUARTERS ARE NOT IN INSPECTION ORDER BY 0800 ON THE DATE OF QUARTERS FINAL INSPECTION, OCCUPANT WILL NEED TO SCHEDULE A RE-INSPECTION FOR THE NEXT AVAILABLE DUTY DAY.

THERE WILL BE NO SAME DAY RE-INSPECTIONS.

This is a MANDATORY APPOINTMENT and will be handled as such in the event of non-compliance.

AF Form 594: Print out and complete AF Form 594 from the following website link:

<http://www.e-publishing.af.mil/shared/media/epubs/AF594.xfdl>

Fill out:

PART A-IDENTIFICATION AND DUTY LOCATION

PART B- MARITAL/DEPENDANT STATUS

PART C- MEMBER'S CERTIFICATION (FOR MEMBERS WITH DEPENDENTS)

MEMBER'S SIGNATURE AND DATE

Provide completed AF Form 594 to Dorm Manager(s) on the day of your Final Inspection for Inspector verification and signature. Copies of AF Form 594 will be made available at the Unaccompanied Housing Office in Building 833 upon request.

RESIDENT INT _____ D.M. INT _____

Bathroom/Sink Area: Ensure that soap residue, calcium build-up, stains, dirt, dust and foreign matter are removed from the sink, drains, sink stopper, around faucet base, knobs and drain pipes.

RESIDENT INT _____ D.M. INT _____

Bathroom/Toilet Area: Ensure that the exterior of commode, paying particular attention to the seat and base bolted areas are clean. Ensure that all build-up, stains, fecal matter/urine and calcium from the interior of the bowl have been removed. Ensure floor area around toilet is swept and mopped (remove all hair particles etc.).

RESIDENT INT _____ D.M. INT _____

Shower Stall/Bathtub/Faucets/Knobs: Ensure that grime, mildew, soap residue, calcium build-up, hair particles etc. are removed from entire shower/bathtub area.

RESIDENT INT _____ D.M. INT _____

Cabinets: Ensure interior and exterior are wiped down and residue/dust free.

RESIDENT INT _____ D.M. INT _____

Towel Bars/Toilet paper holder/Wall and Ceiling Heater/Exhaust: Ensure all dust and residue is removed from accessible surfaces. A/C filter vents and exhaust vents cleaned off.

RESIDENT INT _____ D.M. INT _____

Walls/Ceilings: Cobwebs, visible-dirt, and base boards cleaned. Remove any/all adhesive tape if used. If walls/ceilings were painted, return walls/ceilings to original color. Authorized paint is available from the 39th Civil Engineer Squadron Self Help Store, Building 438.

RESIDENT INT _____ D.M. INT _____

Light Fixtures, Outlet Covers, Ceiling Fans: Ensure that light fixtures/ceiling fans are free of bugs & dust/debris. Replace all accessible burnt out/broken light bulbs (Self Help Store). Ensure that the surfaces of all plate covers are clean.

RESIDENT INT _____ D.M. INT _____

Windows, Doors and Mini Blinds: Windows, windowsills, and window tracks must be cleaned on the interior and exterior. Mini Blinds need to be serviceable, free of dust, and cobwebs. Doors need to be wiped down inside/out. Thresholds of all door areas must be cleaned.

RESIDENT INT _____ D.M. INT _____

Carpet: Entire carpet needs to be vacuumed, shampooed and free of any undocumented stains/spots.

RESIDENT INT _____ D.M. INT _____

Tile: Ensure all tiled areas are swept and mopped.

RESIDENT INT _____ D.M. INT _____

Furniture: All furniture is to be cleaned and dusted inside and out, moved away from walls and vacuumed behind. Lift the mattress and check/clean underneath. If furniture was removed/disassembled, the occupant must have all removed/disassembled furniture returned to the room, and put back to its original configuration. For all furniture deliveries contact Unaccompanied Housing office ext. 3080.

RESIDENT INT _____ D.M. INT _____

Range/Oven: (Bldgs 885, 960, UOQ, UEQ) Ensure that burned and crusted on food, debris, grease and foreign matter are removed from all accessible surfaces. Range hood and exhaust filter grill shall have all grease and build up removed. DO NOT USE oven cleaners on exterior of oven in any areas. Oven racks, interior of oven shall be free of all grease and foreign matter.

RESIDENT INT _____ D.M. INT _____

Microwave: All food, debris, grease, dirt removed from the exterior and interior of the microwave. Clean/wipe down all interior/exterior surfaces.

RESIDENT INT _____ D.M. INT _____

Refrigerator: Refrigerator needs to be defrosted and cleaned inside/out. Check/clean all door seal(s); all dirt/food must be removed. Drip pans must be cleaned; condenser coils shall be free of dust. Clean/vacuum behind and under refrigerator. Ensure the refrigerator is plugged in and turned back on.

RESIDENT INT _____ D.M. INT _____

Storage Cages/Bike Racks: Ensure ALL personal items are removed from storage cage areas and bicycle racks.

RESIDENT INT _____ D.M. INT _____

Garbage Receptacles (UOQ/UEQ): Ensure Garbage Receptacles are free of all debris; cleaned and washed inside/out. Return garbage receptacles to proper storage area.

RESIDENT INT _____ D.M. INT _____

Personal Effects/Belongings: Ensure all Personal effects/belongings are removed from quarters by 0800 on date of Quarters Final Inspection, i.e. condition of quarters upon initial assignment.

RESIDENT INT _____ D.M. INT _____

I, (Print Name: Rank, Last, First, MI) _____, have read, understood, and completed all required tasks needed to out-process unaccompanied quarters.

Occupant Signature

Date

Dorm Manager Pre-Final Inspection

Date

Dorm Manager Final Inspection

Date

PASS FAIL

Attachment 3

BAY ORDERLY CHECKLIST

Table A3.1. Bay Orderly Checklist.

| EXTERIOR: DAILY | MO | TU | WE | TH | FRI |
|--|-----------|-----------|-----------|-----------|------------|
| Dormitory: Collect and dispose of trash and debris in a 100 yard radius | | | | | |
| Dorm Parking Lot Area: Collect and dispose of all trash and debris | | | | | |
| Dumpster Containment Areas: Collect and dispose of all trash and debris, sweep | | | | | |
| Remove all spider webs from all accessible exterior surfaces | | | | | |
| Exterior Stairwells: Sweep, ensuring trash, debris, cigarette butts are removed | | | | | |
| Exterior Walkways: Sweep, ensuring trash, debris, cigarette butts are removed | | | | | |
| Exterior Sidewalks: Sweep, ensuring trash, debris, cigarette butts are removed | | | | | |
| Trash Receptacles: Empty all receptacles to include gazebos and replace trash liners | | | | | |
| Gazebos/Overhang Area: Collect and dispose of all trash and debris | | | | | |
| Gazebos/Overhang Area: Sweep ensuring trash, debris, cigarette butts are removed | | | | | |
| Bike Storage Areas: Remove trash and debris then sweep | | | | | |
| Bike Storage Areas: Notify CDM of abandoned bikes | | | | | |
| UTILITY ROOMS: MON, WED | MO | TU | WE | TH | FRI |
| Cleaning Supplies: Neatly organized | | | | | |
| Floors: Sweep and mop | | | | | |
| Sinks: Clean and sanitize | | | | | |
| Walls: Clean as needed | | | | | |
| STORAGE ROOMS: TUE, THU | MO | TU | WE | TH | FRI |
| Floors: Sweep and mop or vacuum as applicable to type of floor | | | | | |
| Storage Cages: Clean out all unused cages | | | | | |
| Collect and dispose of all litter and debris | | | | | |
| HVAC Units: Inspect and clean/dust vents, report noted damage to CDM | | | | | |
| LAUNDRY ROOMS: DAILY | MO | TU | WE | TH | FRI |

| | | | | | |
|---|-----------|-----------|-----------|-----------|------------|
| Washers: Clean inside and out, report noted damage to CDM | | | | | |
| Dryers: Remove lint from lint traps, clean inside and out, report noted damage to CDM | | | | | |
| Floors: Sweep and mop | | | | | |
| Interior Light Fixtures: Clean, report <u>inop</u> lights/fixtures to CDM | | | | | |
| Sinks: Clean and sanitize | | | | | |
| HVAC Units: Inspect and clean/dust vents, report noted damage to CDM | | | | | |
| Windows: Clean interior and exterior | | | | | |
| Shelves and Exposed Pipes: Dust and clean | | | | | |
| DAY ROOMS: DAILY | MO | TU | WE | TH | FRI |
| Collect and dispose of all litter and debris | | | | | |
| Trash receptacles: Empty all receptacles and replace liners | | | | | |
| Windows: Clean interior and exterior | | | | | |
| Walls: Clean as needed | | | | | |
| Furniture and Equipment: Clean, polish, dust and straighten (vacuum as needed) | | | | | |
| Floors: Sweep and mop or vacuum as applicable to type of floor | | | | | |
| TV: Clean/dust | | | | | |
| Wall Art: Dust and clean | | | | | |
| DAY ROOMS: DAILY | MO | TU | WE | TH | FRI |
| Interior Light Fixtures: Clean, report <u>inop</u> lights/fixtures to CDM | | | | | |
| HVAC Units: Inspect and clean/dust vents, report noted damage CDM | | | | | |
| KITCHENS: DAILY | MO | TU | WE | TH | FRI |
| Appliances: Clean and sanitize | | | | | |
| Sinks: Clean and sanitize | | | | | |
| Countertops, Cabinets, Wall Surfaces: Clean and sanitize | | | | | |
| Windows: Clean interior and exterior | | | | | |
| Refrigerators: Clean, remove old food | | | | | |
| Interior Light Fixtures: Clean, report <u>inop</u> lights/fixtures to UH management | | | | | |
| HVAC Units: Inspect and clean vents, report noted damage CDM | | | | | |
| Floors: Sweep and mop | | | | | |
| COMMON AREA BATH ROOMS: DAILY | MO | TU | WE | TH | FRI |
| Toilets: Clean and sanitize | | | | | |

| | | | | |
|--|-----------|-----------|-----------------------------|--|
| Sinks: Clean and sanitize | | | | |
| Soap, Paper Towel and Toilet Paper Dispensers: Clean and sanitize | | | | |
| Soap, Paper Towels and Toilet Paper: Replace as needed | | | | |
| Mirrors: Clean | | | | |
| Interior Light Fixtures: Clean report <u>inop</u> lights/fixtures to CDM | | | | |
| Walls: Clean and sanitize | | | | |
| Floors: Clean tiles and grout, sweep and mop | | | | |
| WEEKEND, FAMILY, GOAL, HOLIDAY CHECKLIST | SA | SU | FAMILY, GOAL,HOLIDAY | |
| Dormitory: Collect and dispose of trash and debris in a 100 yard radius | | | | |
| Dorm Parking Lot Area: Collect and dispose of all trash and debris | | | | |
| Dumpster Containment Areas: Collect and dispose of all trash and debris, sweep | | | | |
| Trash Receptacles: Empty all receptacles and replace | | | | |

Attachment 4

GOVERNMENT FURNISHING REPLACEMENT COSTS

A4.1. Furniture and appliances that are damaged and fixable will be repaired utilizing the 39th Civil Engineer Squadron Furnishings Management Office (39 CES/CECHF) contractor and the resident will be charged for the cost. Items that are missing or otherwise require full replacement due to the severity of damage will be replaced by 39 CES/CECHF and the resident will be charged. An itemized list is provided below detailing estimated replacement costs. Prices reflect the actual cost of the item at time of initial purchase. Replacement cost may be up to this amount. All prices are subject to change based on current market prices.

Table A4.1. Government Furnishing Replacement Costs.

| ITEM | Unit Cost | ITEM | Unit Cost |
|-------------------|------------|--------------------|-----------|
| MICROWAVE | \$109.99 | VERTICAL MIRROR | \$108.00 |
| VACUUM | \$120.00 | WARDROBE/2 DOOR | \$702.00 |
| BLURAY | \$310.80 | ACTIVITY TABLE | \$160.92 |
| DVD/VCR COMBO | \$50.00 | ACTIVITY/ARM CHAIR | \$220.00 |
| STEREO | \$200.00 | CAPT BED SET/10 PC | \$339.12 |
| XBOX ONE | \$400.00 | CHEST/3 DRAWER | \$313.20 |
| TV/LCD(46") | \$2,000.00 | STORAGE/UNDER BED | \$199.80 |
| RECLINER | \$549.00 | TV ARMOIRE | \$537.84 |
| RECLINER CHAIR | \$540.20 | VERTICAL MIRROR | \$97.20 |
| SOFA/2 SEAT | \$952.80 | CPU WALL UNIT | \$537.84 |
| SOFA/3 SEAT | \$1,049.52 | DESK HUTCH | \$344.52 |
| SWIVEL ROCKER | \$428.92 | DESK W/KEYBOARD | \$276.48 |
| BED FRAME/DUAL | \$25.99 | DESK W/O KEYBOARD | \$236.52 |
| BOX SPRING/DOUBLE | \$120.00 | DESK/MOBILE | \$178.20 |
| PLAYSTATION 4 | \$350.00 | DESK/SIDE CHAIR | \$211.16 |
| BOX SPRING/SINGLE | \$109.37 | END TABLE | \$160.92 |
| BXSP/DBL(NEW) | \$87.60 | MOBILE FILE CHEST | \$182.52 |
| CHEST/OVER WARD | \$264.60 | NIGHTSTAND/2 DRWR | \$194.40 |
| COCKTAIL TABLE | \$171.72 | LANDSCAPE MIRROR | \$150.12 |
| MATT/DBL(NEW) | \$179.00 | NIGHTSTAND/1 DRWR | \$260.00 |

| | | | |
|------------------|-----------|-------------------|-----------|
| MATT/SGL(NEW) | \$179.00 | NIGHTSTAND/2 DRWR | \$290.52 |
| ITEM | Unit Cost | ITEM | Unit Cost |
| MATTRESS/DOUBLE | \$229.00 | WARDROBE/2 DOOR | \$536.76 |
| HEADBOARD/DBL | \$506.52 | ACTIVITY TABLE | \$189.00 |
| MATTRESS/SINGLE | \$159.00 | CHAIR/DESKSIDE | \$230.60 |
| FLOOR/LAMP | \$59.44 | CHEST W/6 DRWR | \$298.00 |
| TABLE LAMP | \$56.94 | COCKTAIL TABLE | \$221.40 |
| ACTIVITY TABLE | \$324.00 | TV STAND | \$513.00 |
| ARMOIRE/TV | \$614.52 | DINING CHAIR W/A | \$220.00 |
| BOOKCASE | \$517.32 | DINING TABLE | \$400.00 |
| CHEST W/3 DRWR | \$336.96 | END TABLE | \$209.52 |
| COCKTAIL TABLE | \$263.52 | HEADBOARD DOUBLE | \$75.00 |
| DESK/SIDE CHAIR | \$169.04 | STUDENT DESK | \$393.12 |
| DINING TBL/SMALL | \$486.00 | NIGHTSTAND 1 DRW | \$212.76 |
| DRESSER W/6 DRWR | \$559.44 | OPEN BOOKCASE | \$213.84 |
| END TABLE | \$187.92 | SOFA TABLE | \$518.40 |
| TV ENT CTR | \$729.00 | SOFA/2 SEAT | \$612.00 |