

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION  
32-6000**



**10 FEBRUARY 2026**

**Civil Engineering**

**UNACCOMPANIED HOUSING  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and fulfills requirements of Air Force Instruction (AFI) 32-6000, Housing Management and Department of the Air Force Policy Directive (AFPD) 32-60, Housing. It establishes procedures for providing housing to all personnel assigned, attached, and associated units to the 8th Fighter Wing (FW), Kunsan Air Base (AB), Republic of Korea. It applies to all personnel housed on Kunsan AB. 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 the AF Form 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) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This revision combines 8FWI 32-6001, 6003, and 6005 into a single document. **Paragraph 1.1** separates Kunsan AB members into Priority 1 and Priority 2 for unaccompanied housing. **Paragraph 1.2** outlines requirements to request off-base housing. **Paragraph 1.5** reassigns squadron SELs as lead for implementation of bay orderly program. 1.6.11. clarifies requirements for dehumidifier use. 1.9. re-states visitation limitations from AFI 32-6000. **Chapter 2** incorporates relevant information from the previous 8 FWI 32-6001. **Chapter 3** incorporates relevant information from the previous 8 FWI 32-6003.

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## Chapter 1

### UNACCOMPANIED HOUSING MANAGEMENT

**1.1. Overview.** Kunsan AB is an unaccompanied assignment. Each member at Kunsan AB will be allotted living quarters in accordance with his/her respective rank. Priority 1 members are Key and Essential (K&E) Service members. Priority 2 are service members or equivalent who are assigned to or attached for duty at the installation.

#### **1.2. Off-Base Housing.**

1.2.1. The 8th Mission Support Group Commander (8 MSG/CC) can authorize, with delegation to the 8th Civil Engineer Squadron Commander (8 CES/CC), for Priority 2 E-7 through O-6 residents to reside at off base housing, if the additional criteria is met with (AFI 32-6000, 1.2.27.36):

1.2.2. 95% occupancy is reached for each rank category or projected unaccompanied housing construction will reduce housing capacity to 95% for more than 180 days.

1.2.3. Member is not designated as Key and Essential as listed in [Table 1.1](#).

1.2.4. Member has a vehicle registered with ROK and 8 SFS.

1.2.5. Written unit/squadron commander approval to permit member to reside off-base.

1.2.6. Units will be limited to 50% of eligible members to reside off-base.

#### **1.3. Key and Essential Personnel.**

1.3.1. As required by AFI 32-6000, Housing Management, personnel assigned to K&E, command, or Special Command Positions (SCP) will be required to reside on the installation due to military necessity, operational requirements, and as a condition of employment or assuming the position. These positions are identified by the Installation Commander. The following positions as listed in [Table 1.1](#) are designated K&E with identified quarters. As such, members assigned to these positions shall receive priority access to on-base housing quarters and be required to reside on-base.

**Table 1.1. Key and Essential Personnel**

<b>Key and Essential - Designated Quarters</b>	
<b>Position</b>	<b>Address</b>
8 FW/CC	Gunsmoke B.211
8 FW/CD	Gunsmoke Housing
8 FW/CCC	Gunsmoke Housing
8 MDG/CC	Gunsmoke Housing
8 OG/CC	Gunsmoke Housing
8 OG/CD	Gunsmoke Housing
8 MSG/CC	Gunsmoke Housing
8 MSG/CD	Gunsmoke Housing
8 MXG/CC	Gunsmoke Housing
8 MXG/CD	Gunsmoke Housing
8 MDG/SEL	1200 Block
8 OG/SEL	1200 Block
8 MSG/SEL	1200 Block
8 MXG/SEL	1200 Block
8 CPTS/CC	Benjo Heights
8 OSS/CC	Benjo Heights
35/FS/CC	Benjo Heights
80 FS/CC	Benjo Heights
8 FGS/CC	Benjo Heights
8 MXS/CC	Benjo Heights
8 HCOS/CC	Benjo Heights
8 OMRS/CC	Benjo Heights
8 CES/CC	Benjo Heights
8 SFS/CC	Benjo Heights
8 FSS/CC	Benjo Heights
8 LRS/CC	Benjo Heights
8 CS/CC	Benjo Heights
613 AFOSI/CC	Benjo Heights
2-1 ADA/CC	Benjo Heights
<b>Reference: AFI 32-6000, Housing Management</b>	
<p>2.10. Key and Essential, Command Position, and Special Command Positions. Personnel assigned to K&amp;E, command, or special command positions will be required to reside on the installation due to military necessity, operational requirements, and as a condition of employment or assuming the position. The Commander identifies K&amp;E, command and SCP positions in an installation supplement to this instruction. (T-1)</p> <p>2.10.1. Non-SCP command positions include commanders, deputy commanders, and command chief master sergeants at MAJCOM, Numbered Air Force, center, wing, and installation group level. MAJCOM/CC may authorize additional command positions. Authority may not be delegated below MAJCOM/CC.</p> <p>2.10.2. Special Command Positions are designated by OSD and incumbents in these positions represent the interests of the United States in official and social activities involving foreign or domestic dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.</p> <p>2.10.3. K&amp;E and Command housing may be held vacant for 90 days pending the arrival of incumbent. AFCEC/CI is the approval authority for vacancies beyond 90 days.</p>	

## 1.4. Responsibilities.

### 1.4.1. 8th Fighter Wing Command Chief (8 FW/CCC)

1.4.1.1. Ensures the 8th Fighter Wing Commander's (8 FW/CC) policies and procedures are known and understood by all dormitory residents.

1.4.1.2. Coordinates with first sergeants and dormitory managers to ensure a high standard of living in the dormitories.

1.4.1.3. Chairs Installation Dormitory Council (IDC) meetings and provides guidance and mentoring to the Airmen Dormitory Councils; determines frequency of IDC meetings, as required.

### 1.4.2. Unit/Squadron Commanders

1.4.2.1. May delegate routine management of UH responsibilities to first sergeants.

1.4.2.2. Perform monthly morale visits with dormitory residents IAW AFI 32-6000.

1.4.2.3. Conduct Establish dorm inspection program to ensure all resident dormitories are inspected bi-monthly IAW the Dormitory Room Inspection Checklist ([Attachment 2](#)) and document findings IAW UH Management protocols.

1.4.2.4. Assign members to perform bay orderly duties no later than one week prior to their scheduled week in accordance with requirements established by UH Management.

1.4.2.5. Work with Airmen Dorm Leader(s) (ADL) to ensure cleanliness and safety standards are maintained within their respective dormitories.

1.4.2.6. Assign a point-of-contact to clear and out-process living quarters for any member who is transferred to a confinement facility, receives an approved assignment curtailment, or is otherwise unable to satisfactorily terminate their living quarters under normal conditions.

1.4.2.7. Designates primary and alternate sponsor coordinators for each unit using an official appointment letter. Each unit shall provide a signed appointment letter to the UH Section Chief. The sponsor coordinators are the focal point of contact for inbound personnel assigned to their unit. They will establish direct lines of communication between their squadron and the UH Management Office.

### 1.4.3. 8th Civil Engineer Squadron Housing Office (8 CES/CEIH)

1.4.3.1. Serves as the base OPR for this instruction.

1.4.3.2. Manages day-to-day operations of permanent party UH facilities to include dormitories, Unaccompanied Noncommissioned Officer (NCO) Quarters (UNCOQs) and Unaccompanied Officer Quarters (UOQs).

1.4.3.3. Determines eligibility, assigns, terminates living quarters, and maintains waiting lists.

1.4.3.4. Conducts initial, pre-final and final dorm inspections.

1.4.3.5. Performs facility management IAW AFI 32-1001, Civil Engineer Operations.

1.4.3.6. Ensures resident compliance with directives and community living standards.

- 1.4.3.7. Coordinates with unit/squadron commanders on UH matters impacting good order and discipline and exercises general supervision of residents to enforce UH policies.
- 1.4.3.8. Liaises with supervisors, first sergeants, commanders, and Wing leadership regarding dorm concerns, initiatives, and issues.
- 1.4.3.9. Manages occupancy, by room, in the Enterprise Military Housing (eMH) module.
- 1.4.3.10. Conducts monthly occupancy verification to ensure ownership and health/welfare of residents in addition to functionality of the dormitory quarters.
- 1.4.3.11. Ensures accountability of UH furnishings and appliances. Furnishings custody receipt and condition form is completed by the resident upon assignment. Exceptions and damages will be verified by an ADL and annotated on the form.
- 1.4.3.12. Identifies individual room and public area safety and health hazards and notifies the appropriate agencies.
- 1.4.3.13. Provides unit commanders and/or first sergeants staffing requirements for bay orderlies.
- 1.4.3.14. Performs space allocation assessments as required and makes recommendations to ensure optimum utilization.
- 1.4.3.15. Conducts an inventory when an individual vacates 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. When damage beyond normal wear and tear is evident, repair/replacement will be pursued at the member's expense IAW Department of Defense (DoD) 7000.14-R, Financial Management Regulation, Volume 12, Chapter 7 Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen.
- 1.4.3.15.1. Normal Wear and Tear is the expected decline on the condition of a property due to normal everyday use. Deterioration occurs to housing units over the course of living in a property. This is not caused by abuse or neglect. The amount of acceptable wear and tear varies based on the condition of the unit components at move-in and how long tenant resides in a property. Reference AFI 32-6000 Housing Management Table 2.2 for examples.
- 1.4.3.16. Initiates a Report of Survey (ROS), for resident damages to UH, to include furnishings and other government equipment/property that meet conditions described in **paragraph 2.3.15** of this instruction.
- 1.4.3.17. Serves as an advisor on dormitory councils and facilitates the IDC as determined by 8 FW/CCC.
- 1.4.3.18. Conducts annual assessment of furniture and provides results to the Furnishing Management Office Noncommissioned Officer in Charge (NCOIC) IAW AFI 32-6000, Chapter 9, Furnishing Management.
- 1.4.3.19. Identifies annual and 5-year UH furnishings requirements. Ensures all UH requirements are included in the QIP.

1.4.3.20. Identifies budget requirements, purchases, and controls UH supplies for dormitories. Provides replacement items and cleaning supplies to bay orderlies to maintain common areas (e.g., light bulbs, window cleaner, paper towels, wax and furniture polish).

1.4.3.21. Assigns all rooms; distributes digital codes, maintains and issues all individual room keys, ensuring control of all master keys and codes.

1.4.3.22. Provides on-call, after hours support for dormitory emergencies (e.g. lock malfunction, urgent work coordination).

1.4.3.23. Updates and publishes 8 FW UH guidance and ensures updated UH information is included in all newcomer information resources.

#### 1.4.4. Residents

1.4.4.1. Maintain assigned quarters and common areas IAW this instruction. Dormitories are shared quarters and responsibility for maintaining order and cleanliness must be shared. Respect for fellow residents, displayed by taking responsibility for personal conduct and meeting the requirements outlined in this instruction, is critical in the wing's ability to provide adequate housing to all members.

1.4.4.2. Ensure the cleanliness of assigned quarters in accordance with Dormitory Room Inspection Checklist ([Attachment 2](#)).

1.4.4.3. Conduct U-Fix-It maintenance IAW self-help guidance provided in [Attachment 4](#).

1.4.4.3.1. Replace inoperable light bulbs in assigned dorm rooms. Residents may turn in the inoperable light bulb for a replacement with ADL.

1.4.4.3.2. Replace Heating, Ventilation, Air Conditioning (HVAC) filters during out-processing inspection in the presence of their ADL. The occupant will annotate this replacement on their out-processing checklist.

1.4.4.3.3. Inbound members will verify that a clean HVAC filter is installed in their room and annotate it on their AF Form 228.

1.4.4.3.4. Request a new HVAC filter from their ADL no later than 90 days prior to their out-processing month. NOTE: Filters are not a U-Fix-It item and can only be ordered by the ADL.

1.4.4.4. Schedule an out-processing appointment with the ADL no earlier than 30 days from departure and ensure the standards outlined in the out-processing checklist are met ([Attachment 3](#)). Failure to out-process with the ADL or failure to pass the out-processing inspection may delay the resident's departure. Residents that elect to have their room cleaned by a room cleaning service must still schedule an out-processing appointment and ensure cleanliness and clearing standards are met prior to the appointment.

1.4.4.5. Refrain from making excessive noise. Quiet hours are 24 hours a day in all dorms. Any noise that can be heard outside of the dormitory room is considered excessive.

1.4.4.6. IMMEDIATELY notify respective unit commander and 8th Civil Engineer Squadron Fire Department (8 CES/CEF) of any fire safety issue or unsafe condition, IAW

8 FWI 32-2001, Fire Prevention Program. This verbal notification will be followed up within 12 hours or less with an electronic notification to the following:

1.4.4.6.1. Respective unit commander(s).

1.4.4.6.2. 8 CES/CEF and Base Fire Marshal by calling the Emergency Communication Center (ECC) at 782-4471 and notifying the ECC that you have a "Priority Report."

1.4.4.7. Be familiar with, and meet, the requirements in this instruction and AFI 32-6000.

## **1.5. Bay Orderly Program.**

1.5.1. Responsibilities. The bay orderly's primary responsibility is the cleanliness and general upkeep of common areas. [Attachment 5](#), The Bay Orderly Responsibilities, outlines the basic requirements for cleaning dormitory common areas. The installation unaccompanied housing office (CEIH) may assign additional tasks to enhance dormitory operations.

1.5.2. Requirements. Bay orderly requirements are determined by CEIH based on one percent of Junior Enlisted Airmen and Noncommissioned Officer Airmen authorized on the Unit Manning Document (UMD). Each unit's requirement will include members from dorms occupied by their unit. The intent is for every resident to perform bay orderly duty for one week during a one-year period.

1.5.2.1. CEIH is responsible for providing Senior Enlisted Leaders (SELs) with the requirement for bay orderlies. The SEL (delegable to first sergeant) is responsible for assigning their respective unit bay orderlies.

1.5.2.2. The ADL is responsible for overseeing bay orderlies and verifying the completion of all assigned tasks. Issues of consistent underperformance or failure to show will be reported to the member's unit commander, SEL, and/or first sergeant for appropriate action.

### **1.5.3. Parameters**

1.5.3.1. The bay orderly week begins on Monday and ends on Friday. Bay orderlies will report to their assigned ADL at 0900 on the first duty day of the week, unless instructed otherwise by CEIH. Bay orderlies will be released by their ADL at 1700. Bay orderlies will not be released earlier than 1700 without proper cause and notification to unit first sergeant.

1.5.3.2. CEIH will provide unit commanders, SELs, and/or first sergeants with an electronic copy of the sign-in roster to confirm their unit has met the fair share requirements. Unit commanders are responsible for ensuring their unit is meeting the fair share staffing requirements.

1.5.3.3. Bay orderly uniform is Operational Camouflage Pattern (OCP) or Official Air Force Physical Training Uniform (PTU) Monday – Friday.

1.5.3.4. Bay orderlies may be tasked with duties assisting Furnishings Management and projects in other dormitories.

1.5.4. USNCOQ and UOQ do not receive bay orderlies; therefore, residents are responsible for ensuring their respective dorm, dorm common areas, and building surrounding areas are

clean, tidy, and clear of debris. If service contracts are established to maintain common areas, primary responsibility still lies with the residents and ADL to ensure upkeep.

### **1.6. Resident Quarters Cleaning Standards.**

1.6.1. Neat, clean, and orderly living quarters are 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. The primary objective is for UH to be kept clean and orderly (See [Attachment 2](#) for the specific checklist).

1.6.2. 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.

1.6.3. 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 8 CES/CEIH.

1.6.4. 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 8 CES/CEIH. 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.

1.6.5. 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.

1.6.6. Keep light fixtures with working bulbs, lamps, wall plugs, and switches clean, and in good repair. Replacement common light bulbs are available from the 8 CES/CEIH office.

1.6.7. Clean interiors of refrigerators regularly. Defrost the freezer as needed or directed by first sergeants or 8 CES/CEIH. 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.

1.6.8. 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 encounters other than the inside of the oven. Do not leave the oven unattended when it is in use.

1.6.9. Keep microwaves clean at all times. Do not leave microwaves unattended when in use.

1.6.10. Bathrooms must be kept especially clean due to the potential for bacteria growth. Clean the toilet inside and out with a disinfectant-type cleaner, 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. 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.

1.6.11. Run and maintain room dehumidifiers from April to October and whenever needed during periods of high humidity. Set dehumidifiers to 65% and empty dehumidifier collection buckets regularly (1-2 times per day). For periods of extended absence, contact ADL to request a hose for continuous drip. When a resident goes on leave or Temporary Duty (TDY), it is their responsibility to coordinate someone to check their room daily or weekly (if continuous drip is set up) as needed.

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

### **1.7. Facility Maintenance.**

1.7.1. Residents who observe common area maintenance discrepancies must report the discrepancy to their assigned ADL via listed contact information or contact the housing office at 782-7108.

1.7.2. For maintenance discrepancies inside resident quarters to include doors, locks, and windows, members will report the discrepancy to their assigned ADLs or contact the housing office at 782-7108.

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

1.7.4. The status of open work orders can be viewed through NexGen IT or by contacting 8 CES/Customer Service.

### **1.8. Fire Protection.**

1.8.1. Dormitory fire evacuation plans show both primary and alternate routes of escape in the event of a fire.

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

1.8.3. Residents should know the plan and practice their escape route. The plans are located on the exit doors of each dormitory.

1.8.4. Fire extinguishers are located throughout the dormitory. The fire extinguishers are for firefighting and not for horseplay. Anyone noticing a fire extinguisher that is over- or under-charged, or has been discharged or damaged, must report it to 8 CES/CEIH immediately.

1.8.5. 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.

1.8.6. The only flammable liquids allowed are for cigarette lighter refilling, cosmetics (i.e. nail polish, nail polish remover, cologne) and household quantities of flammable cleaning supplies such as Lysol® Disinfectant Spray.

1.8.7. All others including charcoal and lighter fluid must be stored outside the dormitory in a Fire Department approved container.

1.8.8. Space heaters must be stationed on a non-combustible surface with 18 or more inches of clearance above and around it. They must be Underwriter's Laboratory (UL) approved and shall not be left unattended while the power cord is plugged in.

1.8.9. Extension cords must be of continuous length without splices and must be 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.

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

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

1.8.12. Any questions should be directed to the 8 CES/CEF at 782-4471.

## **1.9. Visitation.**

1.9.1. Hosting visitors in unaccompanied housing facilities is a privilege. Personal privacy of UH residents is of paramount concern. Guests are permitted so long as their behavior does not disturb the privacy, or otherwise interfere, with the rights of other residents. IAW AFI 32-6000, para 2.19.1., guests must be at least 18 years old, be escorted at all times, and are prohibited between hours 2400 – 0600 hours. Cohabitation is not authorized.

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

1.9.3. All guests not authorized access to the installation must have a current Visitor Pass.

1.9.4. Unaccompanied residents are prohibited from having a 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. The term "family member" is defined as any member's dependents registered in Defense Enrollment Eligibility Reporting System (DEERS). Guests (except for military personnel and family members) must possess, on their person, documentation to prove their age, at all times. Cohabitation with non-military personnel or non-family members is not authorized.

1.9.5. Member dependents are permitted to remain in quarters overnight, provided the resident obtains written approval from his or her First Sergeant and suite mate(s), using a Dormitory Visitation Request memo. If small children are present in quarters, residents must request "window stops" from the ADL if not already installed.

1.9.6. Dependent visits in UH are limited to no more than 30 days during any 12-month period.

1.9.7. Failure to comply with visitation standards will be reported by a Housing Management representative to the member's first sergeant on the first offense, unit commander on the second offense, and the group commander on the third offense.

1.9.8. Exceptions to policy can be waived by the Installation Commander on a case-by-case basis. The Installation Commander's waiver authority may be delegated in writing to 8th Civil

Engineer Squadron Deputy Commander (8 CES/CD) for stays not to exceed 90 days and 8 MSG/CC not to exceed 200 days.

#### **1.10. Mil-to-Mil Unaccompanied Tour and Room Assignments.**

1.10.1. Headquarters Air Force has approved simultaneous concurrent unaccompanied tours at Kunsan AB.

1.10.2. Mil-to-mil members on separate unaccompanied assignments to Kunsan AB are both authorized individual UH quarters. Each member will be allocated an individual room and, to the greatest extent possible, spouses should be assigned to adjacent rooms in the same module in a 1+1 room configuration. Officers and Senior Non-commissioned Officers (SNCOs) may be assigned adjacent rooms in their respective dorm.

1.10.3. When assigned separate quarters/rooms in a shared module (quad dorms or 1+1 dorms with other occupying members), mil-to-mil spouses are permitted to remain in either member's quarters overnight, provided the resident obtains written permission from his/her commander and suitemates.

#### **1.11. Tobacco Use.**

1.11.1. Residents will not smoke any type of tobacco or similar-type products in their dormitory room, indoor common areas or by stairwells. All installation dormitories are designated non-smoking. Each campus has a designated outdoor tobacco use area within walking distance, and those are the only authorized smoking locations.

1.11.1.1. Tobacco products include all products that may be configured to deliver nicotine, including but not limited to cigars, cigarettes, electronic cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, vaporizers, smokeless products that are chewed, dipped, sniffed, or "vaped"; and any other nicotine delivery system that the Food and Drug Administration defines as a tobacco product. NOTE: The definition of tobacco does not include Food and Drug Administration-approved prescription or over-the-counter nicotine replacement therapy.

#### **1.12. Alcohol Consumption.**

1.12.1. The legal age for consuming alcoholic drinks is 21. If alcoholic beverages are stored in shared refrigerators, they must be easily identifiable and clearly labeled with contents and name of owning resident. If residents are assigned a suitemate who is under 21, this underage person will NOT possess or consume alcohol.

#### **1.13. Weapons.**

1.13.1. Unless otherwise specified in this instruction, weapons are not authorized in the dormitories. Weapons include, but are not limited to firearms, bows/arrows, explosives (to include improvised explosives), ammunition, fireworks, knives with blades over six inches long, martial arts weapons, and any item that can be used to propel a projectile.

1.13.2. Exceptions: During contingency status 8 FW members and/or tenant units assigned to augment base defense efforts are authorized weapons and ammunition if issued from their respective armory. Weapons and ammunition will be policed and turned in upon completion of the contingency status (real-world or exercise). Any ammunition found in a member's room

outside of the contingency status and not approved by the appropriate unit commander is unauthorized. Kitchen knives in kitchen areas are allowed.

1.13.3. Display/Models: Ammunition that is rendered safe and used for the sole intent of display may be authorized in a room when cleared in writing through Explosive Ordnance Disposal and the member's unit commander. All other items classified as a weapon, but designed as a display model (awards, models encased in glass, etc.), must be approved by the unit commander. The resident must be able to provide proof that the item is approved, or the item will be considered an unauthorized weapon and Security Forces will be contacted.

#### **1.14. Decorations.**

1.14.1. Wall displays or pictures are allowed. Pictures of persons either male or female that may be offensive to other people are prohibited as determined by unit commanders and/or first sergeants. Pornographic material 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.

1.14.2. Substance abuse paraphernalia is also unacceptable and subject to confiscation.

1.14.3. Alterations to, or modifications of, government furniture is not authorized.

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

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

#### **1.15. In-processing and Out-processing Procedures.**

##### **1.15.1. Quarters In-processing**

1.15.1.1. Unaccompanied personnel are assigned government quarters upon arrival, once available.

1.15.1.2. Rooms are assigned in eMH module by 8 CES/CEIH.

1.15.1.3. Each resident will inspect their room and its contents upon assignment. The resident will sign the AF Form 228, acknowledging receipt and condition of the assigned room and furnishings and return it to their ADL. Exceptions and damage to the room and its furnishings must be annotated at this time.

##### **1.15.2. Quarters Out-processing**

1.15.2.1. Orders are not required to set-up a termination inspection. The ADL requires a 30- 45-day notice of your vacating date (exception: short-notice Permanent Change of Station). At the time the resident notifies their ADL, they will schedule the final inspection.

1.15.2.2. Cleanliness of the resident's quarters must adhere to the guidance prescribed in this instruction, as well as the Final Inspection Checklist ([Attachment 3](#)) provided by 8 CES/CEIH at the pre-final inspection.

1.15.2.3. Quarters must be inspection-ready by 0900 hours on the day of their final-out inspection.

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

## 1.16. General Guidelines and Procedures.

### 1.16.1. Door Code and Key Control.

1.16.1.1. Digital door codes and room keys will be secured in the ADL's or 8 CES/CEIH office. A door code will not be issued until the resident's name, rank, Department of Defense Identification (DODID) Number, Date of Rank (DOR), organization, duty phone, date of arrival and Date Eligible for Return from Overseas (DEROS) are recorded. Physical keys will only be issued as a temporary means until digital door locks are repaired.

1.16.1.2. There must always be an extra key for each room kept in the master key box. If a resident loses their key, the ADL or 8 CES/CEIH will not issue a replacement until he/she ensures there is at least one extra key for the room. Extra keys will be maintained by 8 CES/CEIH in case of emergencies, such as fire, medical, etc. Residents that lose their key may be held financially responsible for replacement key and, when applicable, for the replacement of lock cores. If required, the lost key fee will be processed via DD Form 1131, Cash Collection Voucher, and collected by the 8th Fighter Wing Comptroller Squadron (8 CPTS).

1.16.1.3. Residents who are locked out of their living quarters during duty hours will contact their ADL or 8 CES/CEIH. Outside of normal duty hours, residents will contact the Emergency Line 782-5313 or 063-470-5313. Digital codes for electronic locks will not be given over the phone and identification must be verified.

1.16.1.4. Master keys will only be available to ADLs, 8 CES/CEIH, 8 CES/CEF and First Sergeants. The master keys will be strictly controlled. First Sergeants or unit commanders are authorized to sign out master keys for dorm inspections. However, each First Sergeant must sign the Master Key Statement of Understanding and fill out the DAF Form 1297, Temporary Issue Receipt, prior to key issue. Unit First Sergeant may provide Master Keys to acting First Sergeants if needed.

### 1.16.2. Dormitory Inspections and Morale Visits

1.16.2.1. Installation Commanders must establish dormitory inspection criteria and ensure that base leadership conducts regular, standardized, and consistent inspections at a minimum of semiannually. Squadron commanders may delegate to first sergeants and front-line supervisors and must implement the installation inspection program to ensure residents comply with installation standards in private and common areas.

1.16.2.2. First sergeants and front-line supervisors will conduct dormitory common area and room inspections IAW AFI 32- 6000 and document the inspection on the Dormitory Room Checklist ([Attachment 2](#)).

1.16.2.3. Unit commanders will visit their dormitories at least monthly, IAW AFI 32-6000, to inspect the living conditions of their personnel, boost morale, and ensure good order and discipline are maintained. This can be in conjunction with or in addition to the First Sergeant's inspection and will be tracked by logbooks located at each dorm.

1.16.2.4. 8 CES/CEIH and ADLs will conduct daily inspections of common-use areas checking for cleanliness, security, fire, and safety hazards.

### 1.16.3. Pets. Pets are not allowed in dormitories under any circumstances.

1.16.4. Bicycles, mopeds, scooters, and motorcycles (in both gas and electric forms) should be locked in the designated bike racks provided at each dormitory. Bicycles or any other form of personal transportation listed above are not allowed to be stored under staircases, in dormitory hallways, dayrooms, dormitory entryways, or undesignated storage rooms. Motorcycles are allowed to be stored in the same area as bicycles, as long as the area is free-standing and not connected to a building.

1.16.4.1. Any bicycles or other forms of transportation listed above found in unauthorized areas will be reported to Security Forces for impounding.

1.16.4.2. Abandoned bicycles or other forms of transportation will be tagged by 8th Security Forces Squadron (8 SFS) or 8 CES/CEIH. Bicycles that have been tagged will be removed/impounded in accordance with base policies.

1.16.5. Temporary Living Allowance (TLA). TLA will not be given when government quarters are available. Reference the base TLA policy for more information.

1.16.6. Climate Control and Mold Mitigation.

1.16.6.1. Due to increased humidity levels, unit types, and construction methods, all residents are responsible for mold mitigation within their living quarters and common areas.

1.16.6.2. 8 CES/CEIH will provide the Environmental Protection Agency (EPA) publication, A Brief Guide to Mold, Moisture and Your Home, during initial in-processing and make the guide available to all residents via public forums.

1.16.6.3. Proper use of dehumidifiers as outlined in [paragraph 6.11](#) is critical to moisture and mold mitigation.

1.16.6.4. Residents and ADLs are to address mold and moisture occurrences as quickly as possible to prevent proliferation through, at a minimum, the following actions:

1.16.6.4.1. Immediately upon resident notification of mold, ADLs and CE craftsmen will conduct a joint visual inspection of the unit. The visual inspection should identify the presence or absence of mold growth and water leaks on wall surfaces and in building systems (HVAC, ductwork, roof, windows, etc.) and potential safety risks (electrical shock and structural failure).

1.16.6.4.2. If warranted based on the inspection, 8 CES/CEIH will determine habitability of the unit, and/or schedule a comprehensive inspection and appropriately repair according to the severity of the problem while addressing the root cause to the extent reasonably possible to prevent a reoccurrence

1.16.6.5. If mold or mildew is discovered within living quarters the responsibility for cleaning lies with the assigned resident or responsible party.

1.16.6.5.1. Resident will be temporarily relocated to another room if cleaning is so extensive (more than 10 square feet) that remediation or repair cannot be accomplished within 24 hours. Be advised: this temporary relocation does not negate cleaning responsibilities for the resident. In the event a unit chooses to relocate their member into lodging prior to consulting with 8 CES/CEIH for alternate accommodations,

expenses will be funded by the member's unit and not 8 CES. If permanent relocation is required, 8 CES/CEIH will inform the resident and their First Sergeant.

1.16.6.5.2. Residents must report mold-related health concerns to their health care provider for evaluation.

### **1.17. Temporary Accommodations.**

1.17.1. First Sergeant Rooms. CEIH will provide a safe room as a temporary accommodation for use by the 8 FW Sexual Assault Response Coordinator (8 FW SARC) Office.

1.17.2. 8 FW SARC responsibilities.

1.17.2.1. Shall be responsible for the dormitory room occupants and enforcing cleanliness and hygiene standards.

1.17.2.2. Shall be responsible for identifying and informing CES personnel of any work that is required within the safe room and escorting the members during the work.

1.17.2.3. Shall inform the appropriate ADL monthly that a fire, health and safety visit was conducted within the room. Inform the ADL, for informational purposes only, of any work orders associated with the room.

### **1.18. Semi-Annual Life, Health, and Safety (LHS) Inspections.**

1.18.1. CEIH will establish semi-annual LHS dormitory inspections. The goal is to ensure the inspection, maintenance, and repair of dormitories is in compliance with applicable codes and standards for electrical systems, HVAC systems, fire protection, health and safety. The inspection criteria are derived from Department of Defense (DoD) Inspector General (IG) findings identified during a 2014 inspection of all DoD military housing on the Korean peninsula.

1.18.2. CEIH will coordinate with 8th Civil Engineer Squadron Operation Flight (8 CES/CEO) and 8 CES/CEF to conduct LHS inspections. Inspection criteria is itemized in [Attachment 2](#); however, the listing records only minimum requirements and flights are highly encouraged to look at other LHS elements within their areas of expertise.

1.18.3. Inspection discrepancies will be recorded on an AF IMT 1219, BCE Multi-Craft Job Order. Once inspections are completed, service requests will be added for any newly identified discrepancies. Discrepancies that were identified in previous inspections will be annotated with service request numbers or programmed project numbers. CEIH will consolidate findings and provide status updates to the Installation Management Flight Commander.

## Chapter 2

### QUARTERLY DORMITORY COMPETITION

**2.1. Purpose and Objective.** An effective dormitory competition provides an incentive for Airmen Dorm Leaders and dormitory residents to improve and maintain their dormitories. It also provides an opportunity to identify areas for improvements, such as facility maintenance, health hazards, self-help projects, and quality of life programs. The Quarterly Dormitory Competition Program gives senior leadership the opportunity to become involved in the dormitory program and show their support for improving the quality of life for 8th Fighter Wing junior enlisted members. It will also provide an incentive award to units that demonstrate a superior dormitory program. Announced inspections will take place quarterly at the discretion of the 8 FW/CCC.

**2.2. Organization and Responsibility.** The 8 FW/CCC and 8th Civil Engineer Squadron, Housing Management (8 CES/CEIH) are responsible for administering the Quarterly Dormitory Competition Program. All group/squadron commanders, group/squadron superintendents, and first sergeants will support the program.

2.2.1. The 8 CES/CEIH will:

2.2.1.1. Establish/Validate the inspection dates during the last week of each quarter with the 8 FW/CCC.

2.2.1.2. Assist the 8 FW/CCC with all administrative functions.

2.2.1.3. Tally the score sheets to determine the first and second place winners.

2.2.1.4. Notify the 8 FW/CCCE to have the first and second place winners announced at the 8th FW Quarterly Awards ceremony.

2.2.1.5. Ensure cash awards are spent in their entirety to purchase items requested by the winning dormitories.

2.2.2. The 8 FW/CCC will:

2.2.2.1. Notify all Group/CCC of inspection dates and rally locations.

2.2.2.2. In the event of a tie, review the score sheets in question and determine the winner.

### **2.3. The Quarterly Dormitory Recognition Program.**

2.3.1. The nomination process is as follows:

2.3.1.1. All Airmen and NCO dormitories are eligible to compete each quarter.

2.3.2. The inspection process will be as follows:

2.3.2.1. The day prior to the conducting the dormitory inspections, 8 CES/CEIH will conduct the ADL evaluation. The score they receive determines the ADL score on the dormitory evaluation checklist.

2.3.2.2. Inspectors will gather at the rally location and be briefed by the 8 FW/CCC on the objective of the program, inspection schedule, dormitory evaluation checklist, Airmen Dorm Leader evaluation checklist, and scoring requirements.

2.3.2.3. The 8 FW/CCC and the Housing Element Chief will escort inspectors throughout the inspection.

2.3.2.4. Inspectors will collectively inspect and score each dormitory and one randomly selected room. Once each inspector has concluded their inspection of the dormitory, the entire group will proceed to the next dormitory until all have been inspected.

2.3.2.5. Upon conclusion of the inspection, the inspectors will discuss their findings and provide scoring results to the Housing Element Chief.

### 2.3.3. Recognition

2.3.3.1. 8 FW/CC will announce the results of the Dorm of the Quarter competition at the 8 FW Quarterly Awards Ceremony.

## Chapter 3

### CONTROL OF PRIVATE HIRE DOMESTIC EMPLOYEES

**3.1. Purpose and Objective.** Implements AFD32-60, Housing, by establishing procedures and policy for the control of Private Hire Korean National domestic positions working for military and civilian personnel. This instruction applies to all U.S. military, civilian, and domestic hire personnel assigned, attached, or associated units to the 8th Fighter Wing, Kunsan Air Base, Korea.

**3.2. 8 CES/CEIH Responsibilities.**

3.2.1. Acts as an agent for occupants in obtaining and selecting job applicants and reassigning domestic employees when necessary.

3.2.2. Provides advice and assistance in the administration of domestic employees to organizations when requested.

3.2.3. Maintains a waiting list of the potential workers, in date of application order, from which new employees are hired.

3.2.4. Ensures all domestic employees who work in Unaccompanied Housing (UH) complete necessary processing. This includes security clearance, temporary passes, and other processing requirements.

3.2.5. Provides employees with a translated text of any notice regarding failure to comply with this instruction or involuntary separation.

3.2.6. Administers the domestic employee program for all UH.

3.2.7. Ensures personnel assigned to UH and domestic employees comply with this instruction and provides an 8 FW Form 17EK, Housekeeper Service Payment, to residents requesting service.

3.2.8. Resolves disputes or complaints between UH residents and domestic employees.

3.2.8.1. Residents and domestic employees should initially attempt to resolve disputes. If disputes cannot be resolved, and the Airmen Dorm Leader (ADL) cannot resolve the issue, 8 CES/CEIH will become involved.

3.2.8.2. If the involved parties cannot agree on a satisfactory solution, either party may elect to terminate services. The resident then has the option to obtain service from a different domestic employee, if available.

3.2.9. Provide space in UH for domestic employees. Space can be used for storage of cleaning equipment/supplies, lunch time and breaks.

3.2.10. Ensures no more domestic employees are hired in UH than necessary. Normally, the number of people served by one employee is six to eight dormitory residents or one employee for four Gunsmoke Hill residents.

3.2.11. Assists employees in bi-weekly collection of fees, when necessary.

3.2.12. Selects, supervises, counsels, and terminates employment of domestic employees who work in UH.

3.2.13. 8 CES/CEIH will complete required paperwork to initiate the investigation on prospective domestic employees. 8th Security Forces Squadron, Pass & ID (8 SFS/SFAR) will issue the domestic employee a temporary base pass (one year) and will notify 8 CES/CEIH when the investigation is complete. The employee cannot work on the base until a pass is issued.

### **3.3. Procedures.**

3.3.1. Upon request from a unit ADL or first sergeant, 8 CES/CEIH provides names of domestic employees from the waiting list. Domestic employees are only hired from the applicants on the waiting list maintained by 8 CES/CEIH.

3.3.2. After a selection has been made, 8 CES/CEIH processes the employee for a temporary base pass and a background check, as applicable, through 8 SFS/SFAR.

#### **3.3.3. Revocation of Contractor Authorization**

3.3.3.1. Immediate termination of contractor authorization results when domestic employees are involved in any activity such as theft, drinking on the job, threats of bodily harm, or other similar serious acts. Acts of this nature do not require any further justification for removal.

3.3.3.2. Domestic employee contractor authorization will not be involuntarily revoked because of their age. If their physical abilities prevent them from performing their duties and they are unable to make alternative arrangements to have the work performed, they will be given a two-week notice that their contractor authorization will be canceled.

3.3.3.3. 8 CES/CEIH is responsible for ensuring the revoked employee completes base clearance. This includes ensuring the employee has been paid in full, turning in their base pass, turning in hand receipt items, and escorting the employee off base.

#### **3.3.4. Domestic Employee Underperformance:**

3.3.4.1. The objective is to correct underperformance, not to punish or penalize. Progressive measures are applied in an effort to rehabilitate employees before revoking contractor authorization. Suspension and removal of contractor authorization results only when evidence warrants such action.

3.3.4.1.1. When noncompliance occurs, the first step to correct the domestic employee is for the resident receiving service to discuss the issues with the employee. 8 CES/CEIH highly recommends that residents do not withhold wages. If performance does not improve, the resident has the option of terminating service. The resident should report this to the ADL or 8 CES/CEIH.

3.3.4.1.2. To correct noncompliance, after four verified complaints in a one-year period the domestic employee will have contractor authorization suspended for a two-week period. If there are additional complaints, the domestic employee will have contractor authorization status revoked. 8 CES/CEIH will coordinate with the 8th Fighter Wing, Legal Office (8 FW/JA) before revoking contractor status of any domestic employee.

### **3.4. Hours of Work, Duties, and Responsibilities.**

3.4.1. The regular duty schedule for all domestic employees is Monday through Friday, no earlier than 0700 to no later than 1700; the actual hours will depend on dormitory residents' work schedules.

3.4.2. Domestic employees perform duties such as cleaning rooms and bathrooms, changing linen, emptying waste baskets, sweeping, vacuuming, dusting, mopping floors, cleaning kitchen facilities, etc. They do laundry, including washing, and ironing of both military and civilian clothing. They are responsible for the security of private property while on duty, and ensuring all doors are locked when rooms are not being cleaned or when leaving the premises.

3.4.3. Domestic employees will use sound utilities conservation practices. Specifically:

3.4.3.1. Use only those lights necessary to perform work.

3.4.3.2. Do not use dormitory showers, washers, and dryers for personal needs.

3.4.3.3. Ensure washers and dryers are operated properly and not overloaded.

3.4.3.4. Keep interior fire doors closed.

3.4.3.5. Keep laundry room doors closed when washers and dryers are in operation.

3.4.3.6. Keep external doors closed, in order to keep insects out and temperature regulated.

3.4.4. Domestic employees will comply with trash enclosure procedures:

3.4.4.1. All trash must be bagged, sealed, and placed in proper containers inside trash enclosures.

3.4.4.2. For enclosures equipped with doors, keep doors closed at all times.

3.4.4.3. Do not stack trash cans so they are visible above the enclosure walls.

3.4.4.4. Do not dispose of scrap of wood, scrap metal, furniture, appliances, or hazardous waste in or around the enclosure.

3.4.5. To ensure washers and dryers are available to those residents who decline service, domestic employees will be authorized to use only a portion of those appliances. Unit ADLs and designated representatives, or 8 CES/CEIH, will designate specific washers and dryers for military member use only. Care must be taken to ensure domestic employees have the means to perform their jobs while residents' rights to use the machines are protected.

3.4.6. Domestic employees will only use washers and dryers for their paying customers' laundry. Domestic employees may use a maximum of two washers and dryers to clean residents' clothing.

3.4.7. Domestic employees will not care for children while on duty.

### **3.5. Pay Administration.**

3.5.1. 8 CES/CEIH will obtain the pay information for Korean National employees from the 8th Force Support Squadron, Civilian Personnel Section (8 FSS/FSMC) and use the pay information when recommending a minimum wage scale for domestic employees. The 8th Mission Support Group Commander (8 MSG/CC) must approve changes to the wage scale for domestic employees.

3.5.2. Final wage determination is negotiated between the resident and domestic employee. If the wage offered is not acceptable to the domestic employee, he or she may choose not to provide service.

3.5.3. Residents must pay the domestic employee in advance on the first and fifteenth of each month. 8 FW Form 17EK, must be signed by both the resident and domestic employee each pay period. A payment in Base Exchange or commissary merchandise is prohibited. Personnel making or receiving such payments are subject to disciplinary action. Severance pay will not be paid to domestic employees because of the nature of employment and frequent change of residents.

### **3.6. Leave Administration.**

3.6.1. There is no leave for domestic employees. Time off is at the discretion of the resident. Residents should recognize Korean holidays, which involve family related observances and the importance of time off for family weddings and deaths.

3.6.2. The following are Korean National Holidays:

3.6.2.1. 1 and 2 January (New Year).

3.6.2.2. The last day of December 1 and 2 January of the Lunar Calendar (Lunar New Year).

3.6.2.3. 1 March (Independence Movement Day).

3.6.2.4. 8 April of the Lunar Calendar (Buddha's Birthday).

3.6.2.5. 1 May (Labor Day).

3.6.2.6. 5 May (Children's Day).

3.6.2.7. 6 June (Memorial Day).

3.6.2.8. 15 August (Liberation Day).

3.6.2.9. 14, 15, and 16 August of the Lunar Calendar (Ch'u-Sok).

3.6.2.10. 3 October (National Foundation Day).

3.6.2.11. 25 December (Christmas Day).

3.6.3. Domestic employees usually do not work on these and possibly other Korean holidays. Domestic employees do not earn annual and sick leave. It is not customary to deduct wages for nonwork time as a result of time off granted for short periods of illness or when the resident is temporarily absent. Payment of wages will normally not be made for resident absences in excess of 25 days. The domestic employee and resident, however, are responsible for reaching an agreement on wage payment during absences.

### **3.7. Unauthorized Actions.**

3.7.1. Domestic employees are not United States Air Force (USAF) employees within the context of the Status of Forces Agreement (SOFA). 8 CES/CEIH is not authorized to act as a bargaining agent in any action by any group representing domestic employees. The Kunsan Chapter, Korean Employees Union, does not represent domestic employees.

### 3.8. Responsibilities of the Domestic Employee.

#### 3.8.1. Latrines (where applicable):

3.8.1.1. Commodes – clean inside, under inner edge, and outside.

3.8.1.2. Urinals – clean inside, under inner edge, drain area, and outside.

3.8.1.3. Showers/Tubs – remove mildew and soap film from tiles, showerheads, pipes, and floor.

3.8.1.4. Sinks – clean inside and outside underneath, including pipes and all hardware.

3.8.1.5. Trash Cans – clean outside and wash inside, empty daily and line with a clean plastic bag.

3.8.1.6. Wash all walls, removing fingerprints, marks, etc. Clean mirrors. Keep paper towels and toilet paper in dispensers.

3.8.1.7. Keep deodorant cakes, when available, in urinals and commodes.

3.8.1.8. Check Floor Drains – keep clean and unplugged.

3.8.2. Hallways, stairwells, fire escapes, and dayrooms: Fire escapes are not to be used for storage. Fire escape doors are to be closed at all times and not locked. If there are burned out light bulbs in exit lights, hall lights, or outside lights, notify the ADL or 8 CES/CEIH.

3.8.3. Storerooms, mop closets, laundry room, and utility rooms: Keep contents of all rooms arranged neatly. Do not keep extra or broken furniture, lamps, or other unneeded items in these rooms. These items should be brought to the attention of the ADL or 8 CES/CEIH. Flammable materials cannot be stored anywhere in the dormitory. Keep the sink and floors clean. Keep all washers and dryers wiped down and dried daily. Clean lint filters and washers after each use. Report any broken machines to the ADL or 8 CES/CEIH. Personal items are not to be stored in the laundry rooms.

3.8.4. Resident rooms: Duties include making beds daily, shining shoes, washing laundry three times a week (paying customers laundry only), ironing up to two sets of uniforms per week, and general cleanliness, check refrigerators and defrost as necessary. Clean refrigerator door gaskets and remove all mildew. Keep shelves and door racks clean. Additionally, customers are responsible for checking personal clothing for loose items, such as ink pens, wallets, money, etc. Dispose of trash in proper containers. Dispose of recyclable waste in appropriate recycle container.

3.8.5. General instructions: Dust all surfaces three times a week. Clean bathrooms and vacuum/ sweep all floors at least twice a week. Wash the interiors of windows at least twice a year. In Gunsmoke Hill, wash the interiors and exteriors of windows, plus the screens at least twice a year. Keep fire extinguishers hung, and if one is missing, report it to the ADL or 8 CES/CEIH.

3.8.6. Cleaning supplies: Expendable supplies (e.g., toilet paper, paper towels, trash can liners, deodorant cakes, window cleaner, sponges, brooms, brushes, detergent, bleach, starch, shoe polish) are provided by the resident in all UH. The resident is responsible for providing expendable supplies to the domestic employee, unless the employee opts to provide them.

### 3.9. Annual Wage Increases and Pay Period Wage Scale Requirements.

3.9.1. Annual wage increases are based on the Korean National annual wage adjustment. The following are the recommended minimum pay period wage scale requirements, which are acceptable for all facilities. Wage rates listed below correlate with service options and are recommended minimums.

#### 3.9.1.1. Payment options are:

3.9.1.1.1. Option 1: Full Service. This option includes washing dishes, laundry (washing and ironing), shining shoes, cleaning rooms (to include dusting and vacuuming), defrosting refrigerators, washing inside windows except in Gunsmoke Hill where inside and outside of windows, plus screens are washed, cleaning bathrooms, making beds, and exchanging linen.

#### 3.9.1.1.2. Option 2: Inspection Service. This option includes cleaning:

3.9.1.1.2.1. Refrigerator: Empty, clean inside and outside to include seal, Freezer Defrosted.

3.9.1.1.2.2. Clean Microwave: inside and outside.

3.9.1.1.2.3. Clean range: oven, exterior, drip pans, burner ring, vent hood and underneath vent.

3.9.1.1.2.4. Empty and clean garbage can.

3.9.1.1.2.5. Clean furnishings: wall units, dressers, bookcases etc., in and out, cabinets in kitchens and bathrooms, wall lockers, remove all crumbs, residue, dust and hair from all drawers.

3.9.1.1.2.6. Clean shower head, shower walls, soap holders, drain, tub sink, mirrors, toilet. Remove soap scum and residue.

3.9.1.1.2.7. Clean floors: vacuum, sweep and spot clean. Shampoo of mascot room carpets is a resident responsibility – see ADL for a carpet cleaner.

3.9.1.1.2.8. Clean walls, windows and light switch plates: remove stains, fingerprints, smudges, tape residue.

#### 3.9.1.1.3. Option 3: Common Area Cleaning (300 and 1200 block only) this option includes:

3.9.1.1.3.1. Clean floors: vacuum, sweep, mop and spot clean.

3.9.1.1.3.2. Clean Stairwell: sweep, mop and spot clean.

3.9.1.1.3.3. Clean Walls: wipe down and spot clean.

3.9.1.1.3.4. Empty Dehumidifiers.

3.9.1.1.3.5. Clean Common Restrooms.

3.9.1.1.3.5.1. Clean toilets.

3.9.1.1.3.5.2. Clean mirrors and sinks.

3.9.1.1.3.5.3. Sweep and mop floor.

## 3.9.1.1.3.6. Clean laundry room:

3.9.1.1.3.6.1. Sweep, mop and spot clean.

3.9.1.1.3.6.2. Clean dryer filters.

3.9.1.1.3.6.3. Wipe down washers and dryers.

3.9.1.1.3.6.4. Empty and clean garbage can.

**Table 3.1. Option 1 Two-Week Wage Rates:**

Building	Rate
201-219	\$60.00
223-226	\$50.00
1245,1247,1262,1264	\$50.00

**Table 3.2. Option 2 One-time Inspection Cleaning Wage Rates:**

Building	Rate
201-219	\$100.00
223-226	\$80.00
1245,1247,1262,1264	\$70.00
339, 340, 342, 344, 346	\$70.00
500s, 600s, 1401, 1406, 1440 (Room Only)	\$50.00
1407, 1408	\$70.00
Kitchen Only	\$30.00

**Table 3.3. Option 3 Common Area Cleaning Wage Rates:**

Building	Rate
1245,1247,1262,1264	Negotiable
339, 340, 342, 344, 346	Negotiable

**3.10. Optional Payments.**

3.10.1. Traditionally, Koreans receive a Christmas bonus from the occupants they work for. The bonus is usually equivalent to one pay period's wages. This is over and above benefits and courtesies extended during the Christmas and New Year holiday season. Although payment of a bonus is not mandatory, it is a method of starting the New Year off with a good domestic employee/occupant relationship. If the occupant chooses to do so, it may be based on the

working relationship between the occupant and domestic employee and the quality of service received. A bonus is a gift, not an inducement for better service.

3.10.2. No person or organization represents domestic employees or solicits on their behalf. Any other correspondences occupants may receive from any other source concerning domestic employee bonuses are unofficial and not authorized by Kunsan AB authorities.

KATHRYN K. GAETKE, Col, USAF  
Commander

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

AFPD 32-60, Housing, 25 January 2021

AFI32-1001, Civil Engineer Operations, 27 February 2025 AFI 32-6000, Housing Management, 18 March 2020

DoD 7000.14-R, Financial Management Regulation, Volume 12, Chapter 7, Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen, July 2025

AFI 33-322, Records Management and Information Governance Program, 23 March 2020

8 FWI 32-2001, Fire Prevention Program, 10 April 2025

***Prescribed Forms***

8FW Form 17EK, Housekeeper Service Payment

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

DD Form 1131, Cash Collection Voucher

DAF Form 1297, Temporary Issue Receipt

AF Form 1219, BCE Multi-Craft Job Order

***Abbreviations and Acronyms***

**AB**—Air Base

**ADL**—Airmen Dorm Leader

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**DEERS**—Defense Enrollment Eligibility Reporting System

**DEROS**—Date Eligible for Return from Overseas

**DoD**—Department of Defense

**DODID**—Department of Defense Identification

**DOR**—Date of Rank

**ECC**—Emergency Communication enter

**E.O.**—Executive Order

**eMH**—Enterprise Military Housing

**EPA**—Environmental Protection Agency

**FW**—Fighter Wing  
**HVAC**—Heating, Ventilation, Air Conditioning  
**IAW**—In Accordance With  
**IDC**—Installation Dormitory Council  
**IG**—Inspector General  
**K&E**—Key and Essential  
**LHS**—Life, Health, and Safety  
**NCO**—Noncommissioned Officer  
**NCOIC**—Noncommissioned Officer in Charge  
**OCP**—Operational Camouflage Pattern  
**OPR**—Office of Primary Responsibility  
**QIP**—Quarters Improvement Plan  
**PTU**—Physical Training Uniform  
**RDS**—Records Disposition Schedule  
**ROS**—Report of Survey  
**SCP**—Special Command Positions  
**SELS**—Senior Enlisted Leaders  
**SNCO**—Senior Noncommissioned Officer  
**SOFA**—Status of Forces Agreement  
**TDY**—Temporary Duty  
**TLA**—Temporary Living Allowance  
**UH**—Unaccompanied Housing  
**UL**—Underwriter’s Laboratories  
**UMD**—Unit Manning Document  
**UNCOQ**—Unaccompanied Noncommissioned Officer Quarters  
**USAF**—United States Air Force  
**U.S.C.**—United States Code  
**USNCOQ**—Unaccompanied Senior Noncommissioned Officer Quarters  
**UOQ**—Unaccompanied Officer Quarters  
**8 FW/CC**—8th Fighter Wing Commander  
**8 FW/CCC**—8th Fighter Wing Command Chief  
**8 MSG/CC**—8th Mission Support Group Commander

- 8 CES/CC**—8th Civil Engineer Squadron Commander
- 8 CES/CD**—8th Civil Engineer Squadron Deputy Commander
- 8 CES/CEO**—8th Civil Engineer Squadron Operation Flight
- 8 CES/CEIH**—8th Civil Engineer Squadron Unaccompanied Housing
- 8 CES/CEF**—8th Civil Engineer Squadron Fire Department
- 8 CPTS**—8th Comptroller Squadron
- 8 FW SARC**—8th Fighter Wing Sexual Assault Response Coordinator
- 8 SFS**—8th Security Forces Squadron
- 8 SFS/SFAR**—8th Security Forces Squadron, Pass & ID
- 8 FW/JA**—8th Fighter Wing, Legal Office
- 8 FSS/FSMC**—8th Force Support Squadron, Civilian Personnel Section

Attachment 2

DORMITORY ROOM INSPECTION CHECKLIST

Figure A2.1. Dormitory Room Inspection Checklist

DORMITORY ROOM INSPECTION CHECKLIST			
RESIDENT: _____		INSPECTED BY: _____	
RESIDENT: _____		DATE & TIME: _____	
ROOM #: _____	RATING: <input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> FAILED
	0-2 DISCREPANCIES	3-5 DISCREPANCIES	6+ DISCREPANCIES
INSPECTION ITEM	GO	NEEDS WORK	NO-GO
<b>1. SUITE/ROOM ENTRANCE/DOOR/KITCHEN</b>			
*Entrance area: Floor swept & mopped. Free from dirt buildup.			
*Sink: Free of rust, lime & soap deposits			
*Refrigerator: Defrost, dust, wiped inside & out, door seals clean			
*Microwave/Coffee Pot/Toaster. Clean, free of build-up or residue			
*Stove/Oven/Range Hood: Clean and free of buildup.			
<b>2. BATHROOM</b>			
* Clean toilet: Free of rust and lime deposits.			
* Clean shower and tub: Free of rust, lime, & soap deposits.			
* Clean chrome and soap dish, Shower head free from lime deposits/soap deposits.			
* Clean overhead vent.			
* Wipe down all tiles: Free from mildew, calcium and lime deposits.			
* Clean drain: Free of rust and lime deposits.			
<b>3. ROOM</b>			
*Carpet: Vacuumed and/or shampooed as needed. Include corners and behind furniture.			
*Baseboards: Cleaned by hand as needed.			
*Walls: wiped down as needed.			
* Light switches, panel covers, doors, and door frame's dust free.			
*Furniture: Neatly arranged and dust free.			
*Curtains/Blinds: Hung neatly and properly. Dust free and clean.			
*Windows: Cleaned inside with glass cleaner (no streaks). Ledges dust free.			
*Light bulbs. Replace as needed. All lights must be operational.			
<b>4. MISCELLANEOUS</b>			
*Safety: No gasoline, lighter fluid, charcoal, etc. stored in the room. No extension cord daisy chains.			
Comments			

### Attachment 3 OUT-PROCESSING INSPECTION CHECKLIST

Figure A3.1. Out-Processing Inspection Checklist

Cleaning Out-processing Checklist		
Name: _____	Room Number: _____	
	Resident	ADL
<b>1 Government supplied furniture:</b> Shall be clean inside and out, undamaged and free of all foreign/personal items. <b>Open all doors and cabinets for final out inspection.</b> Report any damages to your ADL.		
<b>2 Light Fixtures:</b> Broken/burned out bulbs/fluorescent lights must be replaced and working, this includes refrigerators and stove lights. All lights and fixtures will be operational or replaced prior to final inspection.		
<b>3 Sink and Countertops:</b> Will be clean and free of stains, streaks, and soap scum.		
<b>4 Appliances:</b> Must be clean. Remove all mold, grease, grime, and finger prints.		
<b>5 Oven:</b> Inside of oven, broiler, and racks must be clean and free of all foreign objects or stains. Drip pans must be clean or replaced.		
<b>6 Refrigerator:</b> Freezer must be defrosted and clean. Seals, bins, trays, shelves, and bottom of fridge must be clean and free of mold, dirt, and stains. Outside of fridge must be wiped down and free of rust and stains. No foreign objects will be left in the refrigerator or freezer.		
<b>7 All Cabinets, Closets, and Drawers:</b> Will be clean, dust and stain free. Contact paper and glue stains will be removed. Remove tape, staples, tacks, etc... All personal items must be removed. <b>Open all doors and cabinets for final out inspection.</b>		
<b>8 Pantry:</b> One shelf in the pantry must be cleared off for the next resident. Clear out the shelf that corresponds with your room number. Resident and quad-mates must clear out <b>ALL</b> items from the pantry that are no longer in use.		
<b>9 Floors:</b> Clean <b>all floors</b> , mop and remove stains and scuff marks, etc. Shampoo all carpets. Move all furniture and clean underneath.		
<b>10 Walls and Ceilings: (Wall paper is prohibited) Contact Tape (such as wall art decor) is authorized</b> Remove all tape, staples, tacks, and screws. Contact paper and glue stains will be removed. All walls and ceilings must be clean and free of mold, stains, marks, writing, and any other blemishes. All personal items must be removed.		
<b>11 Windows:</b> Windows will be clean. Window sills will be clean and free of dirt, dust, and insects. Blinds will be dust and mold free. Curtains will be cleaned of dirt, stain, and dust. Window screen must be in place and undamaged.		
<b>12 Air Conditioners/Heating Units:</b> Vents must be free of debris, dirt, dust, and mold. Diffuser must be in place and all hoses/vents configured in the intended way. Dampers will be open.		
<b>13 Bathroom:</b> Walls/ceiling/floor will be wiped down and free of stains and mold. Sink, tub, fixtures, and toilet will be free of stains, soap scum, mold, and hard water stains. Mirrors and cabinet will be clean. Exhaust fan vent will be clean.		
<b>14 All Others and Reusable Items:</b> Remove all trash. Trash containers will be clean and placed in kitchen. Unused/Unfinished cleaning products can be stored under kitchen sink. Dishes in good condition can be cleaned and stored in cabinets such as: plates, pots, pans cups, knives, etc. <b>REMOVE Tupperware containers. Dishes cannot exceed 2 cabinets and 1 kitchen draw. An additional kitchen draw can be used for zip lock bags, foil, parchment paper, etc;</b> Cookware (Pots, pans, ect) is placed in <b>1 cabinet.</b> Cutlery (plates and cups) placed in <b>1 cabinet.</b> Knives, spoons, forks, etc placed in <b>1 kitchen draw.</b> Zip lock bags, foil, etc placed in <b>1 kitchen draw.</b> All items will be clean, separated and organized.		
<b>15 Replacement Items:</b> Screens - Drip Pans - Toilet Seats - Light Globes - Filters - Bulbs/Fluorescent Lights - Shower Heads - can be requested prior to final inspection from your Airmen Dorm Leader.		
<b>16 Mold:</b> Remove mold build-up from all areas to include inside wall lockers, walls, and ceiling.		
<b>17 Keys (Not Applicable for Coded Doors):</b> Make sure all keys work and are turned in upon Final Inspection Front Door Key: _____ Storage Room Keys: _____ Bedroom Door Key: _____ Door Tag: _____		
<b>SUITE-MATE / QUAD-MATE ENDORSEMENT – PRINT AND SIGN</b> <i>*Note: endorsement confirms that quad-mates have assisted with cleaning and removing items from the quad that are no longer in use*</i>		
ROOMMATE 1: _____	ROOMMATE 2: _____	
ROOMMATE 3: _____	ROOMMATE 4: _____	

FOR AIRMEN DORM LEADER USE		
Change of Occupancy Checklist		
CLIN 1: HVAC Fan Coil Cleaning		
CLIN 2: Replace Kitchen Faucet		
CLIN 3: Repair Kitchen Sink Drain & Piping		
CLIN 4: Replace Bathroom Faucet		
CLIN 5: Repair Bathroom Sink Drain & Piping		
CLIN 6: Replace Toilet		
CLIN 7: Snake/Unclog Drains		
CLIN 8: Replace Emergency Exit Signs		
CLIN 9: Replace Emergency Light Fixtures		
ADL's Rank/Name _____		
Signature _____ Inspection Date _____		

**Attachment 4****U-FIX-IT MAINTENANCE**

**A4.1.** The following maintenance is the minimum considered to be within the scope of self-help. Residents are expected to perform basic dorm maintenance with supplies and guidance from the 8 CES/U-Fix-It store, located in building 783. Residents require approval to perform repairs or modifications not listed below using the AF Form 332, Work Order Request.

**Figure A4.1. Basic U-Fix-It Maintenance Items**

1. Light bulbs
2. Long fluorescent bulbs
3. Shower curtain replacement
4. Sink and toilet clogs
5. Hanging items on the wall
6. Fastening hooks to walls
7. Paint
8. Window screen replacement

## Attachment 5

## BAY ORDERLY RESPONSIBILITIES

**A5.1.** Bay orderly shifts are from **Monday through Friday. Duty hours are from 0900-1700 hours, Monday – Friday.** Each day except for the weekend and holidays, bay orderlies are to report to the ADL at their squadron's assigned dormitory campus. Bay orderlies will go to lunch for one hour anytime between 1100-1300 hrs. **During duty hours, bay orderlies are not to be in their rooms except for lunch. The bay orderly is not released at the end of the duty day until cleared by 8 CES/CEIH.**

Outdoors	MON	TUES	WED	THU	FRI
Do a complete and thorough sweep of perimeter of building picking up all trash and cigarette butts from edge of building to the street, sidewalk, and parking lot.					
Empty all butt cans in designated smoking areas and make sure no cigarette butts remain on the ground. Use water to cool hot ashes prior to emptying butt cans.					
Sweep bike racks clearing away all grass.					
Conduct a minimum of 2 walk-arounds each day. Suggested would be first thing in the morning and near the end of the duty day.					
Stairs	MON	TUES	WED	THU	FRI
Sweep exterior stairwells. Use a broom to knock down all spider webs in corners of stairwells and in the railings.					
Interior stairs: with a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on walls and steps. Wipe dust from rails with a sponge.					
Mop interior stairs.					
Laundry Room	MON	TUES	WED	THU	FRI
Wipe down machines and tables thoroughly.					
Sweep floor making sure to get <b>between and behind</b> all washers and dryers.					
Ensure there is no trash, clothes or lint left on the floors behind any of the machines.					
Replace any vent hoses as needed.					
Clean windows and window seals and take out trash.					
Wipe down vents on the air conditioner.					
Day rooms	MON	TUES	WED	THU	FRI
Straighten out and wipe down furniture.					

Vacuum floors and take out trash.					
<b>Dayroom Kitchen:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Clean out sink and wipe down counter tops.					
Clean in all cabinets.					
Remove burners from oven top and wipe out drip pans and oven top.					
Remove oven racks and soak in hot water as necessary.					
Clean out oven removing all grease from inside oven. If using the self-cleaning portion you must stay in the kitchen until completed.					
Inspect/Clean Filter in exhaust hood.					
Clean off all table and chairs in kitchen.					
Sweep and mop floor or if there is carpet in kitchen be sure to vacuum.					
Take out trash.					
<b>1<sup>st</sup> Floor Lobby and Hallway:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Wipe down and clean vending machines.					
Wipe down glass doors at main entrance of building.					
Sweep and mop floors.					
Change out old mop head (when needed) with new one and mop floor.					
<b>Hallways</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
If any residents have left personal trash in the hall outside their door <b>DO NOT</b> take it out, please inform ADL and let them handle it.					
Dump all the water from the dehumidifiers and make sure they are all plugged in and working.					
Report any non-working dehumidifiers to the ADL.					
Clean all windows in the building.					
Any signs on resident's doors other than name tags take them down and take them to the dorm manager's office.					
With a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on the walls.					
Vacuum all halls.					
Remove all signs not put up by the ADL. Example: Signs advertising parties or gatherings.					
	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Empty all trash.					

Stock paper towels and tissue paper.					
Clean the sinks, mirrors, and toilets.					
Sweep and mop the floors.					
<b>Janitor Closets:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Remove any items that are not used for cleaning the dormitory.					
Place all mops with the handles down.					
Ensure all chemicals have caps and are tightly closed.					
Clean sinks and sweep out closets.					
<b>General Appearance:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Check doors to ensure they are not blocked or chalked open.					
Report any damage such as leaking washer, clogged sinks etc. to Dorm Manager.					
Check hallway and common area lights; replace any that are burnt out.					
<b>Elevators:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Wipe down in and outside of elevators, all panels of stainless steel.					
Clean and clear debris from the door tracks.					
Sweep and mop inside of elevators.					