

**BY ORDER OF THE COMMANDER  
THULE AIR BASE**

**THULE AIR BASE INSTRUCTION  
32-6000**



**5 APRIL 2022**

**Civil Engineering**

**UNACCOMPIED  
HOUSING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements AFI 32-6000, *Housing Management*, and implements Air Force Policy Directive (AFPD) 32-60, *Housing*. It defines Thule Air Base specific responsibilities for all personnel involved with the maintenance of the Unaccompanied Housing program at Thule Air Base. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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 Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. 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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## 1. General Information.

1.1. All Thule Air Base has no off-base housing available. Due to the nature of Thule Air Base, all civilian and contract personnel are considered key and essential and are therefore authorized to reside in unaccompanied housing. All military members are considered Priority 1, Space Required due to military necessity. All personnel assigned to Thule live in government provided quarters.

1.2. Members TDY for 30 days or less are required to utilize on-base lodging to the maximum extent possible unless waived by the 821 ABG/CC or 821 SPTS/CC. If room is not available, dormitories or flat-tops are authorized to be utilized as lodging overflow on a space available basis.

1.3. The following positions are granted all-access master key authority for government personnel dormitories (Buildings 99, 101, 102, 103, 105). Any changes to this list, even if temporary, must be approved by the 821 ABG/CC. Any personnel receiving master dorm access must sign and acknowledge [Attachment 6](#), Statement of Understanding.

**Table 1. All-access master key authority for government personnel dormitories (Buildings 99, 101, 102, 103, 105).**

Office Symbol	Position Name
821 ABG/CC	Group Commander
821 ABG/CCC	Group Superintendent
821 ABG/CCF	First Sergeant
821 SPTS/CC	Squadron Commander
821 SPTS/CEI	Unaccompanied Housing Manager
821 SPTS/CEF	Fire Contracting Officer Representative
821 SFS/S3OA/B/C/D	On-Duty Flight Sergeant
BMC Fire Department	On-Duty Fire Fighters

## 2. Thule AB Unaccompanied Housing Manager (UHM) Responsibilities.

2.1. Provide contractor oversight for the government on services rendered by the Base Maintenance Contractor (BMC) Housing Office IAW the Performance Work Statement (PWS).

2.2. Schedule periodic morale and welfare checks of government permanent party resident's rooms by base leadership. (T-1) The purpose of this check is to ensure personnel are living in a safe manner within their residence by enforcing safety, health and fire codes while also ensuring government property is properly maintained.

2.3. Ensure all new government permanent party residents are briefed on housing requirements to include not moving from assigned rooms, not moving furniture, work order procedures, inspection requirements, and storm condition procedures.

2.4. Conduct initial inspections of government permanent party resident rooms prior to member moving in to ensure cleanliness.

- 2.5. Conduct inspections of government permanent party resident's rooms prior to residents moving out, utilizing a standard inspection checklist (see [attachment 4](#)). (T-1) The UHM will out-process the member in virtual Military Personnel Flight (vMPF) prior to the member departing the installation. The UHM will verify the room is clean and all assigned furnishings annotated in enterprise Military Housing (eMH) are present. The UHM will initiate changes with the BMC Housing Office on any discrepancies noted. When UHM is not present for duty, 821 SPTS/CE and/or First Sergeant will conduct the inspection and notify MPF to clear the member in vMPF.
- 2.6. Provide room placards for all government permanent party residents. Periodically ensure all placards are displayed.
- 2.7. Ensure all new government permanent party residents complete the eMH generated sex offender disclosure and acknowledgement form. (T-1)
- 2.8. Develop and distribute unaccompanied Housing (UH) Resident Brochure to all new residents. (T-1)
- 2.9. Initiate Report of Survey (RoS) IAW AFMAN 23-220, Reports of Survey for Air Force Property, for damage, loss, or abuse to facilities and government furnishings and property. (T-0)
- 2.10. Notify BMC housing office if changes to dorm occupancy types occurs (ex. Permanent party changes to BMC, UOQ changes to NCOQ, etc.).
- 2.11. Ensure a town hall is conducted at least twice a year for dorm residents to provide feedback on dorm issues. (T-1) This town hall serves as the Dormitory Council required in AFI 32-6000, Housing Management. This town hall is chaired by the Group Superintendent but may be delegated to squadron superintendents as needed.
- 2.12. Advocate to the BMC Base Civil Engineer (BCE) function for the proper maintenance and repair of government permanent party dormitories. Submit requirements for construction or repair projects as necessary and advise the BCE throughout the process.
- 2.13. Conduct visual inspections on any rooms that are reported with environmental hazards (to include mold). Make and direct recommendations based on AFI 32-6000.
- 2.14. Procure furnishings, as able, based on eMH and BMC furniture plan and annual budgets. Submit the furnishing plan to the Air Force Civil Engineer Center (AFCEC) as requested. Provide all furnishing orders to BMC Housing office to ensure storage space is obtained no later than 5 days after the order is placed.
- 2.15. Order any additional, non-furnishing items as applicable (mattress protectors, shower curtains, etc.).
- 2.16. Ensure all new Permanent Party DoD Members to Thule receive a new mattress protector, pillow protector, and shower curtain for their assigned room. UHM will place items inside the vacant room once the final inspection of the room is complete.
- 2.17. Ensure eMH government barcode labeling machine is provided to BMC contractor. Replace machine as necessary.
- 2.18. Ensure dorm managers are assigned to each government permanent party dormitory and receive training upon assignment.

- 2.19. Provide room rosters to Commanders/Superintendents from eMH as requested.
- 2.20. Ensure an alternate(s) is designated during times of being off-island or on leave. Communicate alternates to the BMC housing office at least 7 days prior to departure when possible. Ensure alternate is trained and understands all aspects of duty.
- 2.21. Ensure bay orderly is scheduled and accomplished by dorm residents per [Attachment 3](#) of this instruction with the assistance of the First Sergeant and unit Superintendents. (T-1)
- 2.22. Provide BMC a fair share quota for U.S. Government contractors in November of each year. Quota will be based on current contractors on base (will not include projected or vacant positions) and rooms available for occupancy by U.S. Government contractors.

### **3. Unit Commander Support Staff/Contract Managers/Contract POCs.**

- 3.1. Send BMC Housing Office and UHM a list of all inbound personnel and their arrival dates for their units NLT 7 days prior to member's arrival. This list includes both permanent party and TDY personnel residing in dorms. Failure to accomplish this task may result in adverse effects for incoming personnel such as not having a room upon arrival and having to stay in lodging, overflow, or contingency unaccompanied housing.
- 3.2. Send BMC Housing Office and UHM a list of all outbound personnel and their departure dates for their units NLT 7 days prior to departure. This list includes both permanent party and TDY personnel residing in dorms. Failure to accomplish this task may result in adverse effects for incoming personnel such as not having a room upon arrival and having to stay in lodging, overflow, or contingency unaccompanied housing.

### **4. Dorm Managers.**

- 4.1. Provide facility management and oversight of assigned dormitories. There will be two dorm managers nominated per facility by the using organizations. Unit superintendents will provide nominations to the 821 ABG First Sergeant and Superintendent for final selection. Selectee names will be provided to the UHM for appointment to their positions. Dorm managers must have 6 months retainability on Thule and should be an E-5 or above. Dorm Managers contact information will be posted on the first floor bulletin boards
- 4.2. Ensure Meals Ready to Eat (MRE) are stocked in sufficient supply for dorm residents prior to storm season (September).
- 4.3. Issue MREs (at cost) to residents during STORMCON CHARLIE or DELTA if requested. Track usage, cash received, and the physical handling of cash and report information to required parties once STORMCON conditions have been terminated.
- 4.4. Complete UHM duties for their assigned dorm when the UHM is off-island or the position is vacant.
- 4.5. Accomplish facility management duties as applicable. Attend facility management training hosted by the BMC within 90 days of assignment as dorm manager.
- 4.6. Ensure bulletin boards within dorms are updated accordingly.

## 5. Unaccompanied Housing Residents.

- 5.1. Maintain assigned rooms and living areas IAW applicable fire, safety, and health codes. Smoking is not allowed within government permanent party dormitories. Utilize [attachment 7](#) in this document for specific actions that are required to be completed.
- 5.2. Maintain 24/7 Quiet Hours within dormitories. Noise should not be heard outside of the resident's room (if the noise originates there) or outside of common areas.
- 5.3. Acknowledge responsibilities and liability, in writing, at the time of assignment and termination.(T-1)
- 5.4. Government-provided furnishings, appliances, and equipment are not to be moved from their assigned rooms. All furnishings will be inventoried on initial, pre-final and final inspections. Missing or damaged furnishings will be handled in accordance with guidelines set forth in AFI 32-6000 and may result in payment from the member, denial of departure, or other corrective actions. All needs for furniture movement will be coordinated and approved by the UHM.
- 5.5. Ensure common areas are cleaned as used. Cleaning suggestions and frequencies are be found in Attachments [3](#) and [7](#).
- 5.6. Participate in bay orderly responsibilities as assigned.
- 5.7. Do not make any permanent changes to living spaces without prior approval from 821SPTS/CE. (T-2)
- 5.8. Ensure all room and common area decorations are in good taste.
- 5.9. Do not use the following unauthorized items within living spaces: open flame candles (candles with wicks cut are allowed), fireworks, firearms, explosives, flammable liquids (does not include small amounts of lighter fluid or butane for cigarette lighters, or model glue and paints), unauthorized window covers (foil, paper, etc.), cooking utensils (not including microwaves and coffee makers) and humidifiers (Flat tops only).
- 5.10. Schedule final out-processing inspection at least 72 hours prior to departure from Thule AB with UHM (or dorm manager when UHM is off-island).
- 5.11. **Permanent Party DoD Members Only.** Ensure all guests not assigned to Thule are approved at least 45 days prior by the 821 ABG/CD. All guests will be held to the same standards and rules as their permanent party resident sponsor to include quiet hours and damage.
- 5.12. **(Permanent Party DoD Members Only – does not apply to guests approved by provisions in para 5.11)** Ensure no guests are in rooms between the hours of 2400 and 0600. No co-habitation is allowed unless approved in writing by the 821 ABG/CC. (T-1) Guests visiting during approved hours must be escorted at all times and must be at least 18 years old. Age exemptions authorized by 821 ABG/CD.

## 6. Supervisors/Commanders/First Sergeants/Contract Leadership.

- 6.1. Conduct periodic dorm and room inspections utilizing [attachment 2](#). Notify UHM of inspections for annotations in eMH.
- 6.2. Supervisors/Sponsors will ensure arriving personnel have linen, as needed.

6.3. Ensure all residents comply with the requirements for sexual offender disclosure. Notify 821 SPTS/CEI of any members that disclose sexual offender status and provide documentation listed in AFI32-6000. ABG/CC will determine appropriate actions.

6.4. Advocate for dorm improvements, based on feedback provided by UH residents under their command.

6.5. Be responsible to clear a government permanent party dorm room when a resident leaves the base unexpectedly or departs without out-processing the UHM/BMC Housing Office satisfactorily. (T-1) This will occur within 5-days of official notification. All out-processing actions for the dorm room must be completed to include final inspection by the UHM and notification of vacancy to the BMC Housing Office.

6.6. When residents host visitors from off-island, ensure resident and visitors are aware of dorm policies. Visitors will be held to the same standards as dorm residents and the resident will be held accountable for visitor's actions and behaviors.

6.7. Supervisors must regularly visit subordinate personnel in their living quarters, IAW AFH 36-2618, The Enlisted Force Structure.

## 7. Bay Orderly.

### 7.1. US Government Personnel Responsibilities:

7.1.1. UHM will send a list of personnel needed for bay orderly to unit superintendents at least 1 month in advance.

7.1.2. First Sergeants and Commanders will ensure personnel are selected to fill required Bay Orderly positions.

7.1.3. Members assigned to bay orderly will be notified by their chain of command.

7.1.4. The weekly checklists for bay orderly will be available at the UHM office by Monday at 0930 (or the first duty day following a holiday/down day). Members assigned to bay orderly are responsible to pick up checklists from the UHM office prior to starting duties. This checklist is based on cleaning tasks and frequencies on [Attachment 3](#) and will be as evenly spaced as possible.

7.1.5. Bay orderly may be accomplished at any time during a day, based on mission needs. Members assigned should coordinate with each other. If accomplished after duty hours, supervisors should consider compensatory time as mission needs allow.

7.1.6. Unit Superintendents will be notified of failures to complete assigned bay orderly responsibilities and tasks by the UHM and/or First Sergeant.

### 7.2. Contractors Responsibilities:

7.2.1. Ensure common areas are clean IAW [Attachment 3](#). Bay orderlies will not be scheduled or maintained by UHM for these facilities. If common areas are found to be unclean or damaging to Air Force real property during routine facility inspections, the contract manager will be notified and facility abuse procedures outlined in AFI 32-1001, Civil Engineer Operations, will be considered.

## 8. Base Maintenance Contract Housing Office.

- 8.1. Assign government permanent party personnel to rooms prior to their arrival.
  - 8.1.1. Unit integrity in shared apartments and “quads” will be kept as much as possible within appropriate rank categories to allow for esprit de corps and ease of communication between dorm residents.
  - 8.1.2. Assign males and females in separate modules. A module is either a D4A four room suite or the two-room/one bathroom suite in the 1+1 and 2+2 dorms. (T-1)
  - 8.1.3. Assign TDY government personnel to transient lodging, or refer to lodging and/or government permanent party dormitories as requested and as space is available.
  - 8.1.4. Assign U.S. Government contractors to housing facilities in a fair and equitable manner, based on fair share quotas provided by 821 SPTS/CEI annually. New quotas will be met as personnel arrive or leave Thule and will not force a move of any personnel currently assigned.
  - 8.1.5. Coordinate with BMC access control to ensure new residents have physical access to their assigned rooms.
  - 8.1.6. Accommodate specific personnel housing requirements from UHM as needed.
  - 8.1.7. Notify the UHM if any requirements above cannot be met.
- 8.2. Input and maintain housing records and furnishings inventory (to include eMH barcode system) for all government furnishings and housing. (T-1) Update eMH within 24 hours of changes. Follow eMH instructions, business rules, and user guides to ensure correct processes are being utilized for all eMH transactions. Provide furnishing inventory data by October of each year.
- 8.3. Maintain and operate government barcode machine to recommended equipment guide and maintenance schedule.
- 8.4. Advocate to the BMC Base Civil Engineer (BCE) function for the proper maintenance and repair of BMC dormitories. Submit requirements for construction or repair projects as necessary and advise the BCE throughout the process.
- 8.5. Ensure UHM has physical access to furnishings storage locations to include high value areas. Ensure UHM has physical access to all unaccompanied housing, to include government permanent party and contractor. Ensure dorm managers have access to all rooms (with the exception of mechanical or other specialty rooms) in their assigned dorm. Approve access to eMH for UHM as needed.
- 8.6. Recommend at least one year’s worth of furnishings are in stock for replacement from normal wear and tear in the furnishing replacement plan. Ensure all furnishings, both in use and in storage, are barcoded within 30 days of delivery to Thule AB.
- 8.7. Utilize [Attachment 5](#) when planning for furnishing replacement. Work with the UHM to determine what furnishings are authorized in each rooms not annotated in [Attachment 5](#). Ensure furnishings plan is submitted NLT October 30th of each year.
- 8.8. Notify UHM of government-owned housing appliances that require repair but are under warranty for warranty processing.

8.9. Coordinate with UHM on disposal of furnishings. Usable furnishings tagged for disposal by BMC personnel will be offered to appropriated funded government offices and functions via the BMC DRMO function.

8.10. Ensure all non-government permanent party personnel are briefed on housing requirements to include not moving rooms, not moving furniture, work order procedures, inspection requirements, and storm condition procedures.

8.11. Conduct room inspections for all non-government personnel upon arrival and departure from Thule Air Base. Ensure government housing is not damaged and if damaged, ensure work orders are placed to repair damage. Notify CEI COR if damages are outside of BMC scope.

8.12. Facilitate inspections of non-government occupied dormitories for Thule AB Commanders and First Sergeant on a quarterly and unannounced basis within 24 hours of request.

8.13. Terminate access to rooms once notified by UHM, MPS or Contract Managers based on date provided.

#### **9. Military Personnel Section/Contract Managers.**

9.1. Notify UHM and BMC access control once personnel have completed their final out-processing appointment or will be departing the base permanently. Include their name and departure date so that access to rooms are revoked and personnel are removed from housing tracking databases.

HEATHER L. MCGEE, Colonel, USAF  
Commander

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

DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 19, 1999

DODI 5025.01, *DOD Directives Program*, October 28, 2007

DOD 5200.1-R, *Information Security Program*, January 14, 1997

DOD 5400.7-R\_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2011

AFPD 33-3, *Information Management*, 8 September 2011

AFI 10-101, *Format and Content of Mission Directives*, 12 February 2003

AFMAN 33-326, *Preparing Official Communications*, 1 November 1999

HOI 33-3, *Information Workflow Management and Correspondence Preparation*, 31 May 2002

T.O. 00-5-1, *Air Force Technical Order System*, 15 October 2006

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AC**—Administrative Change

**AFDPO**—Air Force Departmental Publishing Office

**AFH**—Air Force Handbook

***Terms***

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

**Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.).

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**Authentication**—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

## Attachment 2

## DORMITORY INSPECTION CHECKLIST

Table A2.1. Dormitory Inspection Checklist.

<b>Room Rating:</b> _____			
<b>Resident Rank/Name:</b> _____		<b>Date:</b> _____ <b>Room :</b> _____	
<b>Bldg (circle):</b> 99 101 102 103 105 Other: _____			
<b>DOORS Inside/Outside</b>	<b>TRASH CAN(s)</b>	<b>LATRINE/SHOWER</b>	
Requires painting	Missing	Commode stained/broken	
Improper/missing name tag	Overflowing	Urine on fixtures/floor	
Damage	Needs cleaning	Mildew/mold shower/toilet	
		Soap scum on walls	
<b>WINDOW(S) / SCREEN</b>	<b>VANITY/SINK AREA</b>	Replace shower curtain	
Inside /Outside	Unserviceable	Plumbing leaks	
Windows excessively dirty	Broken/Damaged	Towel rack broken/missing	
Broken/Damaged	Excessively dirty		
Sill excessively dirty	Mirror dirty	<b>ELECTRICAL</b>	
Blinds dirty/dusty		Light switches don't work	
Curtains dirty/missing	<b>REFRIGERATOR</b>	Outlets unserviceable	
	Needs Defrost	Fan unserviceable	
<b>FLOOR</b>	Spoiled food	Exhaust fan unserviceable	
Items strewn around	Broken/Damaged	Light bulbs need replaced	
Trash/garbage on floor	Dirty outside / inside	Lamps unserviceable	
Damaged floor/carpet	Seal dirty	Unsafe electric cords	
Excessive stain/dirt		Dirty A/C Filter/Vents/Change filters	
	<b>CEILING/WALLS</b>	Broken/missing fan globes	
<b>BED</b>	Damaged		
Broken/Damaged/Soiled	Leaking	<b>COMMON AREA:</b>	
Unmade	Requires paint/touch-up	Stove/Oven dirty/damaged	
Missing linen	Inappropriate decorations	Washer/Dryer dirty/damaged	
	Dirt/Spider webs	Ceiling fans dirty/damaged	
<b>DRESSER</b>	Ceiling fan dusty	Kitchen table dirty/damaged	
Broken/Damaged		Living room furniture dirty/damaged	
Excessive dust/dirt	<b>CLOSET</b>	Kitchen cabinets dirty/damaged	
	Cluttered/Unorganized	Mini Blinds dusty/damaged	

<b>CHAIR/DESK/NIGHT</b>		Broken/Damaged	Floors/carpets dirty/damaged
Broken/damaged			Refrigerator dirty/damaged
Excessive stains		<b>UNAUTHORIZED ITEMS</b>	Garbage disposal broken/smells
		Cooking equipment	Lamps in living room unserviceable
<b>MICROWAVE</b>		Flammables/fireworks	Light bulbs need replaced
Dirty inside/outside		Alcohol (under 21)/Drugs	Trash/Recycling needs emptied
Broken/Damaged		Weapons	AC filter dirty/needs replaced
		Burning Candles/Incense	
Vacuum Cleaner			
<b>COMMENTS/REMARKS/OBSERVATION:</b>			
<p><b>Additional Comments on Back</b>  <b>A:</b> EXCELLENT  <b>B:</b> Satisfactory: Meets standards  <b>C:</b> Unsatisfactory: Does NOT meet standards. Daily visit required until standards met.  <b>F:</b> Failed! (Report for re-inspection with supervisor on: _____ at _____ hrs  in Service Dress.</p>			

Attachment 3

BAY ORDERLY CLEANING CHECKLIST

Table A3.1. Bay Orderly Cleaning Checklist.

<b>Task</b>	<b>Frequency</b>
Clean Dayroom Counters, Stoves, Ovens, and Sinks, and Microwaves	Weekly
Run the Dayroom Ovens “self-cleaning” function (if applicable)	Monthly
Ensure excess supplies are kept to a minimum	Weekly
Clean Refrigerators – ensure spoiled or unclaimed food is disposed of	Weekly
Ensure out of service dayroom appliances are called in for repair. Place a sign with a work order on appliance.	Weekly
Clean windows	Monthly
Dust ceiling vents	Monthly
Clean wall surfaces as needed	Monthly
Call in a service request for any common area repairs	Weekly
Neatly organize supply closets	Weekly
Ensure lint traps are clean	Weekly
Dust common areas	Weekly
Shovel in front of dorms (as needed)	Weekly
Wipe fitness machines	Weekly
Police outside the building for trash (Summertime only)	Weekly
Remove debris from exterior stairwells/arctic entrances	Weekly
Wipe stairwell handrails	Weekly
Ensure stairwell is clear of debris	Weekly
Clean HVAC vents	Monthly
Clean behind washers and dryers, if able	Weekly
*Complete additional duties assigned by UHM	As Required

## Attachment 4

## TERMINATION OF QUARTERS CHECKLIST

Table A4.1. Termination of Quarters Checklist.

Item	Yes/No/Later
<b>Dayroom/Common Areas</b>	
Is common area free of leftover items? (look for clear, obvious signs of items being brought to common area to get rid of)	
<b>Kitchen</b>	
Is memo signed by roommate for items remaining ( <i>If applicable</i> )	
Is oven clean (open door and check for any food residue at bottom)	
Is stove top clean	
Is range hood vent clean?	
Are storage areas empty of any item roommate did not agree to keep?	
Is refrigerator clear of all expired food and food roommate did not agree to keep?	
Is refrigerator clean?	
Is microwave clean?	
Are countertops clean?	
Is floor clean?	
Are vents/ceiling clean?	
Is dishwasher clean?	
Are sinks clean?	
Is area free of personal gear/luggage?	
Are work orders called in for all broken items? (write work order numbers on back)	
<b>Personal Rooms</b>	
Is room clear of personal items? No non-government items may be left behind (includes hangars, food, clothes baskets, TV's, cleaners, etc.) Member must live out of suitcases during/after final inspection	
Are drawers, shelves, etc. clear? Member must live out of suitcases during/after final inspection	
Are work orders called in for all broken items? (write work order numbers on back)	
Are windows clean?	
Are floors vacuumed?	
Are floors clean under furniture (sofa, bed, chairs, appliances, desk, etc?)	
Is it clean behind furniture (move furniture from wall and check if things fell behind)	

Are blinds hung from all hangers?	
<b>Are there any signs of vandalism? Stickers on walls/doors/windows? Holes in wall? Wall damaged from sticky items? If yes, list on back.</b>	
Are vents/ceiling clean?	
Are walls clear of items?	
Is bathroom clean? Check toilets, showers, sink, under sink, cabinets, mirror, etc.)	
Are all government linens returned, or is a POC identified to return linens?	
Are sofa/recliners free from garbage under and in between cushions?	
<b>Any visible signs of mold? If yes, contact UHM immediately.</b>	
<b>Work Order Information</b>	
<b>Work Order</b>	<b>Work Order Number</b>

**Figure A4.1. Items that can be Left Behind.**

MEMORANDUM FOR RECORD

FROM:

SUBJECT: Items To Be Left Behind

1. I/We have approved the following items to be left behind in the common area of room \_\_\_\_.

I/We take responsibility and ownership of these items.

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- i)
- j)
- k)
- l)
- m)
- n)
- o)
- p)
- q)

I am/am not using government provided linen. If I am, \_\_\_\_\_ will be responsible for taking these linens to linen exchange NLT 72 hours after departure.

Suitemate(s) (sign below)

Attachment 5

FURNISHINGS PER GOVERNMENT PERMANENT PARTY ROOM TYPE

Table A5.1. Furnishings Per Government Permanent Party Room Type.

	Quad IR (101 103)	Quad CA (101 103)	Pod IR (101 102 103)	Pod CA (101 102 103)	IR (105)	Apartment (with washer dryer)	Apartment (with no washer dryer)
Full XL Mattress	X		X		X	X	X
Headboard	X		X		X	X	X
Full XL Bedframe	X		X		X	X	X
Full XL Box Spring	X		X		X	X	X
Night Stand	X		X		X	X	X
Desk	X		X		X	X	X
Computer Chair	X		X		X	X	X
Table Lamp	X		X(2)		X(2)	X(2)	X(2)
Dresser	X		X		X	X	X
Media Chest	X		X		X	X	X
Framed Mirror	X		X		X	X	X
Recliner	X		X		X	X	X
Sofa		X	X		X	X	X
End Table		X	X		X	X	X
Coffee Table			X		X	X	X
Floor Lamp		X		X	X		
Microwave		X		X		X	X
Mini-Refrigerator	X		X				
Dining Table		X		X			
Dining Chair		X(4)		X(2)			
Bar Stool						X (2)	X (2)
Refrigerator		X		X	X	X	X
Range		X		X		X	X
Loveseat							
55" Flat Screen Television		X		X			
Television Stand							

Surround Sound System		X					
Blu-Ray™ Player		X		X			
Pool Table							
Foosball Table							
Air Hockey Table							
Dishwasher		X		X		X	X
Washer						X	
Dryer						X	
Vacuum		X		X		X	X
Carpet Shampooer							
Ice Machine							
Draperies	X		X(2)		X(2)	X(2)	X(2)
Blackout Blinds	X		X(2)		X(2)	X(2)	X(2)
Happy Light (Desk Lamp)	X	X	X		X	X	X
Grill							
Small Trash Can	X		X(2)		X(2)	X	X
Large Trash Can		X		X		X	X
Toilet Brush/Caddie	X		X		X	X	X
Telephone	X		X		X	X	X
Boot Tray	X		X		X	X	X
Digital Receiver Box	X		X		X	X	X
<p><b>* CA - Common Area</b></p> <p><b>* IR – Individual Room</b></p> <p><b>All quantities are (1) per area unless otherwise noted</b></p>							

Attachment 6

U.S. GOVERNMENT DORMITORY (DORM) FACILITIES ALL-ACCESS POLICY

Figure A6.1. U.S. Government Dormitory (Dorm) Facilities All-Access Policy.



Attachment 5  
**DEPARTMENT OF THE AIR FORCE**  
 UNITED STATES SPACE FORCE  
 821ST AIR BASE GROUP  
 THULE AIR BASE GREENLAND

SUBJECT: U.S. Government Dormitory (Dorm) Facilities All-Access Policy

1. The following personnel will be authorized all-access to dorm rooms of U.S. military personnel via master proxy card. This all-access authority will only be used under the following conditions:

- when the dorm room is secured and occupant is not readily available, and
- when dorm room access is required to respond to an emergency situation, or to conduct a morale and welfare check or dorm inspection led by the 821 ABG First Sergeant.

2. The following individuals are granted all-access master proxy card authority. Any changes to this list, even if temporary, must be approved by the 821 SPTS/CC.

821 ABG/CC	Group Commander
821 ABG/CCC	Group Superintendent
821 ABG/CCF	First Sergeant
821 SPTS/CC	Squadron Commander
821 SPTS/CEI	Unaccompanied Housing Manager
821 SPTS/CEF	Fire Contracting Office Rep
821 SFS/S3OA/B/C/D	On-duty Flight Sergeant
Vectrus Fire Department	On-duty Fire Fighters

3. If an all-access master key becomes lost or stolen, the owner must report the instance to Vectrus Services within 24 hours/1 day for immediate key deactivation.

4. All individuals listed above with all-access dorm rights must sign/acknowledge the below Statement of Understanding outlining responsibilities and appropriate use:

- I understand and accept the responsibility of having all-access via proxy card.
- I will only use the card for the purposes outlined above.
- I certify that I will only use the card in a professional military manner for official purposes.

Sign:  
 Unaccompanied Housing Manager  
 Print Rank/Name:

Sign:  
 All-Access Proxy Card Member  
 Print Rank/Name:

## Attachment 7

## UNACCOMPANIED HOUSING RESIDENT CLEANING CHECKLIST

Table A7.1. Unaccompanied Housing Resident Cleaning Checklist.

<b>Cleaning Tasks</b>	<b>Frequency</b>	<b>Pass/Fail</b>
<b>Kitchen Areas</b>		
Ensure no spoilt/expired food is in refrigerator/freezer	Weekly	
Ensure refrigerator door seals are clean and mold free	Weekly	
Ensure shelves are clean	Weekly	
Ensure stove tops are clean	Weekly	
Ensure oven is clean	Weekly	
Ensure dishes are cleaned and put away	Daily	
Ensure countertops are clean	Daily	
Ensure trash is taken out	Daily	
Ensure dishwasher is clean	Weekly	
Ensure microwave is clean	Weekly	
Ensure floors are swept	Daily	
Ensure floors are mopped	Weekly	
Ensure table is cleaned	Daily	
Ensure sink is clean	Daily	
Dust all surfaces	Monthly	
Ensure all walls and splashboards are clean and free to stains and dirt	Weekly	
Ensure all personal appliances are clean	Daily	
<b>Bathroom</b>		
Clean shower with anti-mildew cleaners	Monthly	
Ensure sink is clean	Daily	
Ensure interior and exterior of toilet is clean	Weekly	
Ensure medicine cabinet is clean	Weekly	
Ensure mirror is clean	Daily	
Dust all surfaces	Monthly	
Ensure floors are mopped	Weekly	
Ensure all surfaces are clear of mildew. Clean and dry all surfaces immediately.	Daily	
<b>Bedroom/Living Areas</b>		
Ensure bed is made	Daily	
Ensure floors are vacuumed	Weekly	
Ensure floors are free from clutter	Daily	
Dust all surfaces	Monthly	
Ensure linens are cleaned	Monthly	
Ensure all wall decorations are in good taste	Daily	
Ensure curtains are hung properly	Weekly	
Ensure walls are free of stains and dirt.	Weekly	
Ensure vents are dusted	Monthly	
Ensure closets are clutter-free	Daily	
<b>Other</b>		
Call in work orders for any broken items to include furnishings	Daily	