



DEPARTMENT OF THE AIR FORCE
99TH CIVIL ENGINEER SQUADRON (ACC)
NELLIS AIR FORCE BASE, NEVADA

13 Dec 2012

MEMORANDUM FOR ALL DORMITORY RESIDENTS

FROM: 99th CES AIRMAN DORMITORY LEADERS (ADL)

SUBJECT: BASIC DORMITORY GUIDELINES

1. The following basic guidelines have been established to convey our expectations with regard to all dormitories. These are basic rules and should be a basis for keeping the dormitory safe and presentable.
2. **Interior:**
 - a. Cooking is allowed in kitchen areas only, however stoves **must be monitored at all times** while in use.
 - b. Appliances such as toasters, blenders, and George Foreman grills can only be used in the kitchen area; however, they must be cleaned after each use.
 - c. Crock pots **will not** be used in the dorm.
 - d. **There will be NO tobacco use in the dorm rooms or common areas throughout the building.** You must use the approved designated areas.
 - e. Do not throw cigarette butts on the ground.
 - f. Refrigerator, cabinets, etc. must be kept clean, free of trash, and spoiled foods.
 - g. General cleanliness of the common area is the responsibility of both residents as a whole.
 - h. Lights and fans will be shut off when not in use to conserve electricity.
 - i. Dishes and utensils will be washed as necessary and not allowed to build up in the sink.
 - j. Dishes, food, etc. will be appropriately stored in the cabinets.
 - k. The use of any fire hazards such as candles or incense is strictly prohibited.
 - l. Residents are responsible to keep his/her area clean in order to prevent insect infestation.
 - m. Rooms will be kept neat and presentable and dust free at all times.
 - n. Restroom facilities will be kept clean and sanitary at all times.
 - o. Rooms should be cleaned, from top to bottom, a minimum of once a week.
 - p. Laundry should be placed in a laundry bag or hamper, not on the floor of your room or closet.
 - q. Rooms should be free of nasty odors invest in plug-ins or air fresheners.
 - r. Common areas should be cleaned, from top to bottom, a minimum of once a week.
 - s. Fire suppression sprinklers will not be tampered with nor used to hang items from.
 - t. Monitor running water at all times to ensure water does not overflow.
 - u. Turn off all appliances when not in use.
 - v. Door arm and hinges will not be unhooked. This is a fire safety issue.
 - w. Wall displays or pictures are encouraged, but will be in good taste. Whether wall displays or pictures represent good taste is at the discretion of the commander. Room colors are limited to

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those approved by the Quarters Improvement Committee, chaired by the 99 ABW/CC. There will be no graffiti of any kind on the walls. All graffiti will be painted over immediately.

- x. All government issued furniture must stay in the dormitory. You are authorized to store your personal belongings at government expense as non-temp storage. Talk to an ADL for details.

3. **Exterior:**

- a. Interior furniture, such as dining room chairs are not to be used on the balcony.
- b. The balcony area is to be cleared of all items at all times.
- c. There will be no clothing left on the balcony to dry, use the dryers provided in the laundry room.
- d. You must keep the entrance to your room free of any tripping hazards; trash, shoes, etc.
- e. There will be NO smoking in the dorm room, balconies, breeze ways or parking lots. You must use the approved designated area.
- f. Use the sidewalks and do not walk in the gravel.
- g. Do not walk by trash around our dorm; pick it up regardless of where it came from.

4. **Maintenance:**

- a. It is imperative that maintenance problems be identified to the Dorm Manager in a timely manner. We can't fix problems we are unaware of. You can email them to us at 99CESDormManager@nellis.af.mil
- b. Civil Engineering will be repairing the problems that you address to the Dorm Managers and will be escorted into your room, so please use good judgment when leaving valuable items lying around your room.

5. **Visitors:**

- a. There will be no overnight visitors from the hours of 1200 – 0600.
- b. There will be absolutely no visitors in the dormitory under the age of 18.
- c. All visitors will be escorted at all times.

6. **Pets:**

- a. No pets other than fish are permitted in the dorms. Aquariums may not exceed 55 gallons, and must be kept clean and free of odor at all times. Only one aquarium per room is permitted. Other creatures, such as turtles and reptiles are not permitted in aquariums.

7. **Alcohol/Drugs:**

- a. Nobody under the age of 21 will have alcohol in their rooms. If your suite-mate is over 21, and you are under 21, alcohol will not be stored in the common area refrigerator. If both suite-mates are under 21 there will be no alcohol in rooms or fridge at any time.
- b. Illegal drugs are not permitted in the military or your dormitory at any time. Prescription drugs in the dorm room should only have the name of the resident residing within that room on the bottle.
- c. Drug paraphernalia is not allowed. Hookah pipes should not contain any type of residue or look as if they have been used.

8. **Weapons:**

- a. No guns of any kind will be permitted in the dormitory. Security police must store all firearms. No explosives, bows and arrows, cross bows or any form of weaponry of any kind will be permitted. Storage of paintball guns, knives with 4" blades or longer and martial arts equipment must be arranged by your first sergeants.

9. **Noise:**

- a. Music, televisions, partying and any other noises should not be heard beyond the walls of your room no matter what the occasion. If your neighbor asks you to turn it down you need to turn it down. This is a shift work dormitory and personnel sleep at all hours of the day. Be courteous to your neighbor.

10. **Door Locks:**

- a. Your doors are self-locking and once closed will require a key to open. Please keep this in mind when you're leaving your room and ensure you have your key with you.
- b. Using the key the wrong way causes damage to the locks. If you can't get your key to work properly please call your dorm manager or the lockout phone 702-540-1741. These locks are \$814.00 which will be charged to you if you willfully damage government property.
- c. If you lose your key, you will be charged \$20.00 for a replacement key.
- d. If you lose your key, DO NOT leave your window open as this is a security violation, and also leaves your room accessible to anyone. Please inform the Dorm Managers so we can get you a replacement key.

11. I am confident that these guidelines will help ensure our dorm remains the best in the USAF.

Remember to use common sense and good judgment at all times. This is your home, so please take care of it.

Resident Signature

Date

Dorm Manager Signature

Date