

SPANGDAHLEM
UNACCOMPANIED HOUSING BROCHURE



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CONGRATULATIONS on your Assignment to Spangdahlem Air Base, Germany

We're glad to have you here as part of the team--and want to especially welcome you to the Unaccompanied Enlisted Personnel Housing (UEPH). Spangdahlem UEPH consists of quarters in Buildings 134, 225, 226, 227, 332,333,335, 515, located on Spangdahlem, and Building 23 located at Bitburg Air Base. Germany.

Your fellow residents take great pride in making our UEPH reflect the same professionalism they show on the job. Although impossible to itemize every detail of government and resident responsibility, the following pages explain in general the Air Force's responsibility as well as what is expected from you as an UEPH resident. Our goal is to provide attractive, durable, and functional unaccompanied housing that provides privacy and promotes pride, professionalism, and personal dignity.

Once again, welcome to Spangdahlem!

SECTION A: RESPONSIBILITIES

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

1.2. Initial Inspections. A Dormitory Manager or representative will escort you to your room and make an initial inspection. At this time, we will identify all discrepancies with the room and appliances, and document them on AF Form 228, Quarters Condition Inspection Report. The initial inspection will be done when quarters are assigned.

1.3. Refuse Collection and Disposal. Place room trash and garbage daily in the dumpsters provided. Exterior garbage cans are provided and are used for minor trash or litter, not room trash. Personal dayroom garbage is to be taken to the dumpster or thrown out with room trash. Spangdahlem Instruction 32-9001, *Vegetation, Trash and Litter Control* provides further guidance on refuse collection and Disposal.

1.4. Supplies. The purchasing of room cleaning supplies and standard light bulbs are the responsibility of the occupant. Dormitory management will provide special lights (fluorescent, mercury vapor, etc.).

1.5. Leave or Extended Temporary Duty (TDY) Assignments. Residents must make arrangements for security, prudent care, and periodic inspections of quarters for absences of 3 days or longer. Inform dormitory management of any intended absence and provide the name, and power of attorney, of a person designated by the absent member to have access to perform normal occupant maintenance. If requested, dormitory management may check on individual quarters.

1.6. Insurance. **Contact** a local insurance agent to answer specific questions.

1.7. Damage to Quarters. Damage to quarters beyond reasonable wear and tear is the resident's responsibility. Repairs and replacements must meet AF standards. Dormitory management will provide a date by which repairs or replacements are to be corrected. For damages not corrected within the time allowed, they may elect to make repairs and bill the individual. The Housing Director (52 CES/CEAC) can fully explain options to repair or replace damaged items, or the methods of reimbursement to the government. Repair or replacement costs vary, depending upon circumstances involved.

1.8. Energy Conservation. Personnel will conserve energy. Spangdahlem AB Instruction 32-7001, Wing Energy Conservation Program, contains further guidance on conservation.

1.9. Water. Use of water is limited to normal daily consumption. Excessive use results in increased costs and depletion of the source of supply.

1.10. Heating. Recommended radiator setting in winter months is 3. Adequate heat is provided if doors and windows are not left open for extended times. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual.

1.11. Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. Minimize the use of all-electrical appliances and lights, especially during the peak demand periods of 0900 to 1130 and 1400 to 1900. When vacating residential rooms, unplug irons and turn off all appliances and room lights. Remember, rooms are equipped with 110V and 220V electrical outlets and residents should be aware when using electrical appliances to ensure they do not damage equipment.

1.12. Laundry Facilities. Washing with full loads is recommended to conserve energy. Overloading causes damage to the machine. Residents must clean the dryer vent before starting the dryer. CE housing maintenance maintains the washers and dryers. Residents will use common courtesy by not leaving unattended laundry in the washers or dryers for extended periods of time. Residents having a problem with facilities should contact dormitory management.

1.13. Environment. Automotive tires and batteries are to be properly disposed of through recycling programs.

1.14. Lockouts. Dormitory management keeps a master key to all rooms. If locked out, contact him/her in person during duty hours, 0730-1630 if after duty hours or on weekends, call the number posted on the dormitory manager's office. Residents who lose a room key will be charged \$35.00 for replacement. Payment may be made either by cash or payroll deduction through the Accounting and Finance Office using a DD Form 1131, Cash Collection Voucher, approved by the commander or first sergeant.

1.15. Bay Orderly. Bay orderly duty will be scheduled by the Unit CC/First Sergeant or designated representative for personnel in each facility. Replacing scheduled personnel for bay orderly duty will be the responsibility of the unit commander or designated representative.

1.15.1 Bay orderlies will comply with all applicable policy letters and the duties listed on both the daily and weekly bay orderly checklists provided by dormitory management. The bay orderly will report any damages or incidents that occur on their shift to dorm management as soon as possible. Bay orderlies are the official representatives of dormitory management when the dorm manager is absent.

1.15.2 Bay orderlies will be on duty Tuesday through the following Monday, 0730-1630. After 1630 on duty days, bay orderlies are on standby. Uniforms will be worn on weekdays during duty hours and on weekends when performing bay orderly duties; civilian attire may be worn when performing standby. Dormitory management shall perform a feedback worksheet with a copy filed in the bay orderly's occupant folder, prior to release of the individual to their duty section.

1.15.3 Bay orderlies will enforce excessive noise, which is defined as any noise that can be heard outside of doorways. Any difficulty resolving excessive noise problems will be addressed to dormitory management, first sergeant, or unit commander, and as a last resort 52 SFS.

1.15.4 Bay orderlies will enforce the “no smoking” policy in all dormitory common areas. Any violations will be reported to dormitory management by name, rank, date, and time of incident.

1.15.4.1. Bay orderlies are responsible for all dormitory keys they have access to. Identification will be provided, and a bay orderly escort must accompany any individual requesting entry into living quarters, no exceptions will be granted. Facility keys will be secured and controlled at all times.

1.15.4.2. Bay orderlies will ensure occupants using common areas pick up and dispose of trash properly, and all utensils and supplies are cleaned and returned to their proper location.

1.15.4.3. Bay orderlies will ensure that visitors are escorted by their sponsor at all times. Visitors not escorted, or who act inappropriately, will be asked to leave the premises. Dorm residents must make billeting arrangements for overnight or extended visitors. Bay orderlies will contact dormitory management, the first sergeant, or unit commander, and as a last resort 52 SFS in the event that a guest situation is not resolved.

1.16. Maintenance and Repair. The Base Civil Engineer (BCE) has primary responsibility for ensuring dormitory room maintenance is accomplished. Quarters requiring maintenance can be coordinated through dorm management, or the Civil Engineer Customer Service Element.

1.17. Work Order Response Times. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: structural, utility, or mechanical problem that could cause loss of life or property or serious damage, affecting health, safety, security, or mission. These could also be complete utility failure (electricity, heat, water, or sewage). Urgent work orders are completed within 5-duty days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. An example of an urgent work order is backed-up commode when there is another commode available. Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. Some examples are: minor faucet leaks, repair wall locker doors or shelving, repair interior walls, or repair any appearance item.

1.18. Insect Control. Control measures may be taken by using commonly available commercial insecticides. If needed, Civil Engineering (CE) will treat rooms prior to occupancy. If CE exterminators are needed after move in, individual residents are responsible for protecting and arranging furniture to allow proper application of insecticides by CE. Residents are expected to take preventive action to control insects. Keep food in sealed plastic containers, remove trash and garbage from rooms daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If infestation occurs that is beyond resident control report it to dormitory management.

1.19. Appliances. Ranges, refrigerators, and dishwashers, if installed, are government-furnished and serviced. They are assigned by serial number and verified at check-in and

termination inspections. The dormitory manager will demonstrate the proper operation of the appliances provided. If there are any problems, notify dormitory management immediately.

1.20. Privately Owned Appliances. Upon approval by dormitory management, microwaves may be used in individual rooms. Approval is based on the capability of the facility to handle the electrical load that microwaves place on the building's electrical system.

1.21. Sponsors. Contact dorm manager 14 days prior to arrival of newly assigned personnel to reserve a room. The sponsor will need to have a copy of the individual's orders and know rank, time in grade, and time in service so dorm management can determine eligibility.

1.21.1. If the member will arrive after duty hours or on a weekend the sponsor must report to the dorm manager to obtain a key on the duty day prior to the members arrival. The sponsor will also briefly familiarize residents with the fire alarm system and location of call boxes. This will include how to report an emergency, activate the alarm system, evacuation routes, and accumulation points. The resident will be brought to the dorm manager's office no later than 1000 on the next duty for in-processing.

1.21.2. If the member is arriving during duty hours, the sponsor will bring the member to the dorm manager's office for in-processing upon arriving at SAB.

SECTION B: PROHIBITIONS

2.1. Dormitory Prohibitions

2.1.1 Leave or Extended TDY. It is strictly prohibited for occupants to designate any individual to reside in their quarters while the occupant is absent.

2.1.2 Refuse Collection and Disposal. Residents will not leave trash outside of doors, or in dormitory common areas. Residents will use the properly marked dumpster to dispose of their trash; it will not be left on the ground in the dumpster area. Appliances and furniture are prohibited from being disposed of in the dumpster area; these items need to be taken to the Base Recycling Center by the resident.

2.1.3 Pictures. Pictures of scantily clothed persons and pornographic material may be offensive to other individuals and is therefore unacceptable. No pictures or objects that depict or show the act of sexual intercourse, profanity, or drug use in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decorations.

2.1.4 Sink. Do not rinse food, grease, or any other items down the sink, as they can solidify in the plumbing and cause blockages.

2.1.5 Visitation. Non-military visitors under the age of 18 are strictly prohibited. Waivers to this policy must be in writing by commanders. Residents will not sponsor

Department of Defense Dependents Schools (DoDDS) students in dormitories at any time, regardless of the age of the student. Guests will not use shower/laundry facilities. Guests are not permitted to sleep in quarters at any time. Overnight or extended visitors are prohibited in the dormitories.

2.1.6 Room Exteriors. Profanity or other lewd messages are not authorized on individual room, or common area message boards.

2.1.7 Kitchen. Do not use cleaner on ovens that are self-cleaning.

2.1.8 Smoking. Smoking in bed is absolutely prohibited. Smoking is not allowed in dormitory common areas.

2.1.9 Drinking. It is prohibited to provide alcohol to individuals under the legal drinking age. Personnel who violate this law are subject to legal action. Bay orderlies will not consume alcohol while on duty, to include standby duty.

2.1.10 Smoke Detectors. Self-testing of smoke detectors is strictly prohibited. Articles will not be mounted on, or attached to any fire protection device wiring, or smoke detector.

2.1.11 Flammable Storage. Storage of flammables in resident rooms is strictly prohibited. Prohibited flammables include gasoline, kerosene, burning candles (only decorative candles with wick cut are allowed), or any open flame.

2.1.12 Barbecue Grills. Portable grills are prohibited for use around the dormitories to include balconies, as balconies are considered fire exits. EXCEPTION: Residents of Building 23 in Bitburg may use portable grills on their balconies.

2.1.13 Noise Control. Excessive noise, from any source, such as stereos, musical instruments, televisions, etc., that can be heard beyond the limits of the occupant's room at any time is strictly prohibited.

2.1.14 Self-Help Work. Occupants are strictly prohibited from accomplishing any electrical work in dormitories.

2.1.15 Christmas Trees. Live Christmas trees are strictly forbidden in the dormitories.

2.2. Prohibitions for Appliances

2.2.1. Electricity. Do not leave television or radios on unattended.

2.2.2. Laundry Facilities. Do not overload washers or dryers. Never place plastic articles, pens, or other markers in dryers.

2.2.3. Refrigerators. Do not use a sharp instrument to chip away ice and frost when defrosting, as this practice damages the coils, and will hold the occupant liable for damages.

2.2.4. Microwave. It is prohibited to leave microwaves unattended while in use.

2.2.5. Space Heaters. Space heaters of any type are prohibited in dormitories.

2.2.6. Cooking Appliances. Cooking in the dorm room is prohibited except in microwaves. Hot plates, toaster ovens, and convection ovens are not permitted.

2.2.7. Extension Cords. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

2.3. Prohibitions for Furnishings

2.3.1. Personal Furniture. Government furnishings will not be removed for any reason, to include accommodating personal furnishings.

2.3.2. Dayroom Furniture. Dormitory residents are not allowed to remove any furniture from the dayrooms.

2.4. Prohibitions for Automobiles

2.4.1. Environment. It is prohibited to pour engine oils, engine coolants, car grease and other similar products in the trash or on the ground, drainage system, or plumbing systems.

2.4.2. Bicycles. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings.

2.4.3. Parking. Parking is prohibited on grass, seeded, dirt areas, or on sidewalks. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant.

2.4.4. Vehicles. Repairs to vehicles are not authorized in the dormitory area or parking lot. Washing cars on dormitory premises is strictly forbidden.

2.4.5. Recreation Vehicles. Storage of recreational vehicles in dormitory areas is not authorized.

2.4.6. Motor Vehicles. No motor vehicle being operated on SAB or in the dormitory area shall have music emitting from the vehicle, which would disturb or be a nuisance to other residents.

2.5. Prohibitions on Firearms

2.5.1. Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory and punishable under Article 92, UCMJ. No weapons of any type will be stored or displayed in resident rooms. This includes bows and arrows, martial arts weapons, knives with blades longer than 3 inches (unless designated for food preparation), and any type of display sword, whether or not the blade can be sharpened. All types of guns designed to propel a missile (pellet, bullet, paint ball, etc.) whether by air, gas, or other means, are prohibited. Items such as stun guns are

prohibited. EXCEPTION: Bayonets issued to dormitory residents for official duty may be allowed in rooms.

SECTION C: HOUSEKEEPING AND RESIDENT'S STANDARDS

3.1. Housekeeping Standards

The frequency of the tasks is determined by the resident however, rooms will meet the following daily standards.

3.1.1. Daily Standard

3.1.1.1. Beds will be made.

3.1.1.2. Floors will be clean, carpet vacuumed, and baseboards washed and dusted, free of scuffs or marks. Any damage to carpets caused by misuse, abuse, burns, etc. may be chargeable to occupant. See dormitory management for use of a carpet shampoo machine.

3.1.1.3. Walls will be clean and painted; doors and wardrobe closets will be clean and free of dirt or marks.

3.1.1.4. Furniture, lamps, windowsills and ledges will be free of dust, spills, cup rings, etc. Windows will be clean.

3.1.1.5. Trash will be taken to the dumpsters every day.

3.1.1.6. Space permitting, large boxes and luggage will be stored in storage rooms, not in personal rooms. Luggage, trunks, stereo boxes, etc. will be displayed neatly if adequate storage space is not available.

3.1.1.7. Food in rooms will be stored in sealed containers.

3.1.1.8. Curtains will be clean and hung without wrinkles.

3.1.1.9. Refrigerators will be clean inside and out, door seals clean, and icebox defrosted. Occupants taking leave or going TDY will remove perishable foods from the refrigerator.

3.1.1.10. Clothing will not be left out.

3.1.1.11. Residents are encouraged to display their art/posters in frames. Only picture hangers, small nails, or tacks may be used. Occupants will fill all holes with spackling prior to terminating quarters.

3.1.1.12. Any locker that is unlocked is subject to inspection; arrange items neatly.

3.1.2. Inspections. The 52 FW/CC, Group and Squadron CCs, First Sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit dormitories for AF quality of life issues. Occupants are responsible for rendering all appropriate customs and courtesies when officials visit. Commanders and First Sergeants have the right to conduct no-notice inspections. Scheduled inspections will be posted in advance; rooms will be in inspection order prior to 0900 daily. The First Sergeant inspects monthly for health, safety, and general cleanliness using the A, B, C criteria. All rooms rated "A" should not be inspected for a period of 4 months. Rooms receiving a "B" rating will be inspected monthly, and rooms receiving a "C" rating will be inspected daily until they are brought up to a minimum "B" standard. Discrepancy notices are issued when standards are not met. The following provides a more detailed breakdown of cleanliness standards.

3.1.2.1 Sink. Sinks are not equipped with garbage disposal units; all food items and grease must be disposed of in the trash. Clean hair from drain trap weekly. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to dormitory management immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure that mirrors are cleaned on an as needed basis.

3.1.2.2. Microwave. If a room is equipped with a microwave it must be clean, both inside and out at all times.

3.1.2.3. Toilet/Bathing Area. This entire area must be especially cared for due to the potential for bacteria growth. Toilets will be cleaned inside and out with a disinfectant type cleaner at least weekly. Clean the shower tile, bathtub, and shower curtain, with a disinfectant type cleaner at least weekly. There should not be any evidence of soap scum or other residue left on walls. The shower curtain must be clean without mold or mildew stains. If the stains will not come off, ask dorm management for a new one. Mold buildup will occur to curtains due to excessive dampness if not cleaned once a week. Ceiling lights must be clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Ceilings must be clean to prevent mold buildup. Floors must be clean, to include behind the toilet and in the corners.

3.1.2.4. Under Bed. This area may be used for storage of small items. However, the items stored must be neatly arranged and the area is subject to inspection. Furniture must be clean and neatly arranged in individual rooms. Items on top of tables, dressers, and desks must be neat and dusted weekly. Lamps must be dusted weekly.

3.1.2.5. Personal Furniture. Personal furnishings must be in good and safe condition, and they must present a neat and acceptable appearance. CAUTION: Personnel purchasing their own furniture must understand that when PCSing, currently only 700 pounds of household goods or 500 pounds in air baggage may be shipped. Personnel should contact their servicing Traffic Management Office for specific weight limitations. If personal furnishings are to be placed in individual

rooms they must not overcrowd with government furnishings, presenting a fire escape hazard. Please coordinate with your dormitory manager prior to purchase. It will be the member's responsibility to properly dispose of any furniture not shipped prior to a PCS move. Government furnishings will remain in the room designated for its use at all times. All personal items must either fit in an individual room, or in the provided storage cage.

3.1.2.5. Dayroom Furniture. If dayroom furnishings are damaged, dayrooms will be locked down pending investigations or repair. These rooms are for all residents, help keep them clean and in good repair. If any misuse of government furniture is noticed, notify the dormitory manager or 52 SFS immediately.

3.1.2.6. Visitation. The commander responsible for the dormitory will determine visiting hours. However, the following applies to all residents:

3.1.2.6.1. Residents will be responsible for the conduct and actions of their guests at all time. Visitors will be accompanied by their sponsor at all times.

3.1.2.6.2. Permission will be obtained from roommates or suitemates prior to bringing a guest into the room. The visitor will depart the room promptly on request.

3.1.2.6.3. Female/Male visitors will use appropriate latrine facilities when available. If adequate facilities are not available the sponsor will first ensure the latrine is vacant and then stand at the entrance to ensure privacy.

3.1.2.7. Room Assignments. Rooms are assigned according to space authorizations outlined in AFI 32-6005. Residents may not move from assigned quarters without dormitory management approval. Residents are allowed one room change for personal reasons. Any further room changes must be approved in writing by the First Sergeant.

3.1.2.8. Security. All high cost items should be securely stored when rooms are vacant. Bulky items such as televisions and stereos should be marked with operation identification through the security police. Ask dormitory management for use of an engraver. The AF will not pay claims on stolen items that are not secured. All lockers, windows, and rooms must be locked when unoccupied.

3.1.2.9. Room Exteriors. Room numbers, nameplates, and approved message plates will be the only items mounted on resident doors. Nameplates will be updated to reflect the most current grade status. See dormitory management for a new one when needed. Residents are responsible for vacuuming the hallway (or sweeping the ledge) in front of individual rooms.

3.1.2.10. Exterior Care. Individual assigned areas to maintain are midway to adjacent units, to the curb in front, or to the middle of the streets, and normally

halfway on sides and rear to neighboring buildings. Dormitories will remain clean and neat; trash is to be picked up by all residents.

3.1.2.11. **Kitchen.** Special attention is required to maintaining the appliances, cabinets, and walls in the kitchen. Dormitories with kitchens will be cleaned after each use by the individual using the facility. Ovens and broiler units require cleaning regularly, as well as the top burners, to prevent a fire hazard. Use only oven cleaner on the inside of the oven; do not use cleaner on ovens that are self-cleaning. Individuals are liable for any damage caused to the range. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease buildup.

3.1.2.12. **Smoking.** Any smoking material will be thoroughly soaked with water before being discarded. Ash cans are provided at each facility to dispose of smoking materials, and the use of ash cans is mandatory. Smoking materials will not be thrown on the ground. If a smoker and non-smoker share a suite, the non-smokers rights take precedence. AFI 40-102, Tobacco Use in the Air Force, provides further guidance on tobacco use.

3.1.2.13. **Drinking.** Legal age for drinking is 18. Personnel who violate this law are subject to legal action. Personnel who possess alcoholic beverages must be able to produce proof of age upon request. Excessive drinking is not an excuse for unacceptable behavior.

3.1.2.14. **Bicycles.** Bicycles are to be locked up at the bike racks provided at each dormitory. Abandoned bicycles will be tagged, picked up by 52 SFS, and later turned into the Defense Reutilization Management Office.

SECTION D: FIRE PROTECTION

4.1. Fire Evacuation Plan. A dormitory fire evacuation plan has been posted on dormitory bulletin boards showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Residents are responsible for understanding escape plans and practicing escape routes. Resident questions on fire prevention will be directed to the base fire department.

4.2. Fire Extinguishers. Fire extinguishers are located throughout the dormitory. The fire extinguishers are for fire fighting and not for horseplay. Dormitory management will be notified if residents notice an extinguisher that is over or under charged, or has been discharged or damaged. Persons misusing fire extinguishers will pay for recharging.

4.3. Smoke Detectors. All occupants must evacuate the dorm if an alarm sounds. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the UCMJ. Inspection, testing and maintenance of smoke detectors are performed by the fire

department. If residents test the detector, the fire department will receive an alarm at the station. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, smoke detectors, and heating appliances.

4.4. Fire Reporting. In the event of a fire, residents must notify the base fire department. Residents will provide the fire alarm operator with name, dormitory number and street if known. Residents must not hang up until told to do so. All fires will be reported.

4.5. Flammable Storage. The only flammable liquids allowed in living quarters are for cigarette lighter refilling or cosmetics (nail polish or polish remover). All other flammables will be stored in the facilities flammable storage locker. See dormitory management for access to the locker.

4.6. Cooking Appliances. The only appliances allowed in dormitory rooms are: coffee pots, hot air popcorn poppers, and microwave ovens using less than 1,600 watts each. Residents in a dormitory with a kitchen will never leave cooking unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. The kitchen exhaust fan filter will be cleaned often to prevent the accumulation of grease.

4.7. Extension Cords. Extension cords must be of continuous length without splices and must have the Underwriters Laboratories Inc. (UL) symbol of approval if 110V. Extension cords represent a tripping hazard. All cords will be positioned in a manner that will not pose this threat: they will not be secured to walls, placed under floor coverings or through holes in walls, floors, or ceilings. AFI 32-2001 and SABI 32-2001, *The Fire Protection Operations and Fire Prevention Program* provides further guidance on Fire Protection.

SECTION E: SECURITY FORCES

5.1. Parking. Motorcycles should be parked in the designated motorcycle parking areas and not under gazebos, under dormitory staircases, or on sidewalks

5.2. Recreation Vehicles. Motorcycle trailers, jet skis, wave runners, etc.; will be stored in designated areas. For information contact 52 SFS/SFOP.

5.3. Visitor Reception. Residents expecting visitors must visit the Control Center located at the main gate prior to the guests arriving, with the following information: Name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on SAB and its housing areas.

5.4. Firearms and Fireworks. Local laws and military regulations govern registration, possession, and storage of privately owned weapons. All firearms must be registered and stored at the security forces armory. For information on storage of firearms, contact the 52 SFS Armory.

5.5. Crime Stop. Be on the watch for vandalism or theft and promptly report it to 52 SFS (Crime Stop).

SECTION F: GOOD NEIGHBORS

6.1. Occupant Courtesy. Courtesy within the dormitory community is expected. The individual's first sergeant or squadron commander will resolve unresolved conflicts between residents.

6.2. Noise Control. With shift workers living in all dormitories, modified quiet hours are 24 hours a day. Commanders or first sergeants are authorized to remove or order the removal of equipment or instruments from the occupant's room if excessive noise is not corrected.

6.3. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, consideration must be taken into account for residents who are sleeping due to shift work. Residents are responsible for cleaning up after any social gatherings. All dayroom furnishings will be restored to their original order. Furnishings will remain in the rooms in which they were intended for. Dispose of trash properly. The Enlisted Club and Community Activity Center are available for parties. Make reservations through the applicable agency in charge.

6.4. Pets. The only pets allowed in the dormitories are fish (except piranhas). Aquariums will be limited to a 35-gallon aquarium per person. Damage caused by aquariums will be the occupants' responsibility.

6.5. Vehicles. Dormitory parking lots are for dorm residents only. Only dorms 225 and 226 have reserve parking areas for dormitory residents only. Visitors or additional vehicles will be parked outside of designated dormitory parking areas. Vehicle work shall be done in the Auto Hobby Shop. Cleaning interiors and waxing of vehicles is authorized in dormitory parking lots. Vehicles not operational and not registered are not authorized in the dormitory area parking lot.

6.5.1. 52 SFS will ticket individuals changing oil in the dorm parking lot. Dumping of oils or any vehicle fluids in any unauthorized manner is strictly prohibited.

6.5.2. If on extended leave or TDY, residents can contact 52 SFS Operations Flight, and store vehicles in the long-term TDY lot.

SECTION G: SERVICES

7.1. Telephones. The 52d Communications Squadron maintains dormitory common area phones. Personal room phones may be obtained at the resident's cost. The individual with their name on the bill is ultimately responsible for any debts incurred. Contact the Bundespost in

Building 224 (post office) for telephone hook-ups. It is the resident's responsibility to ensure Telekom has access to the room scheduled for connection at the appointed time scheduled by the telephone company.

7.2. Cable Television. Personal satellite dishes are not authorized in Unaccompanied Military Housing. Cable television can be obtained by contacting the local cable company.

SECTION H: SELF-HELP WORK

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

8.2. Antennas. CB (Citizens Band), SW (Short Wave) and television antennas and satellite dishes will not be installed on dormitory buildings.

8.3. Painting Interior Walls. Residents will coordinate with dormitory management before painting rooms. Dormitory management will inspect rooms before and after painting. While government furnished paint is available, colors not provided by the government will be at the occupants cost. The room must be returned to the original colors and condition prior to terminating the room, or the room must be accepted as is by the new occupant.

8.4. Self-Help Standards. The standard for each type of authorized self-help work is available at the Wing Improvement Center (WIC). Periodic inspections must be accomplished while work is in progress. Inspections can be scheduled by contacting the WIC.

8.5. Disposition of Improvements. Self-help improvements may be donated by the occupant and accepted by the AF when workmanship and aesthetics meet acceptable construction standards. When removal of the self-help improvements is required, occupant rooms must be restored to their original configuration prior to termination of quarters.

SECTION I: TERMINATION OF UNACCOMPANIED HOUSING

9.1. Giving Notice. Orders are not required to set up termination inspections. Dormitory management requires 30 days notice of your vacating date (short-notice PCS exempt). At the time of notification, occupants will be scheduled for final inspections. Dormitory management will help with questions about housing at the occupant's next duty station.

9.2. Hospitality Room. The hospitality room has been established for use by PCS and permanent party personnel. Arriving personnel may be housed in the hospitality room when no other room is available. Departing personnel will be given a hospitality room when available or they may remain in their assigned rooms until the day prior to PCS. Upon check out, the room will be cleaned according to standards. All linen will be exchanged and the bed made. A final room inspection will be accomplished prior to check out.

9.3. Final Inspection. The occupant is responsible for accomplishing cleaning tasks as directed by the Dorm Manager according to AFI 32-6005. The occupant is responsible for rescheduling final inspections in the event of a failure, prior to the occupant's final out-processing appointment. Therefore, it is highly recommended that occupants take advantage of the hospitality room to ensure discrepancies are corrected in occupant's rooms. *NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF UNACCOMPANIED HOUSING RESTS SOLELY WITH THE OCCUPANT.*