

RESIDENT'S GUIDE TO UNACCOMPANIED PERSONNEL HOUSING



Welcome to Unaccompanied Housing! Please take a moment to read through this guide and keep it handy for future reference.

General Information

Personnel Information Changes. Report any changes of personal information to UH Management Section. This includes changes in rank, name, duty or home phone, squadron, office symbol, marital status, etc.

Dining Facility. Located in building 571. Meals are provided if you are not receiving separate rations. Check with your squadron to determine eligibility.

Room Inspections. The installation commander, unit commander, first sergeant, or representative will conduct inspections. They will also determine the frequency of the inspections. First Sergeants or commanders normally conduct the formal inspections which will be announced. Each unit will conduct inspections at least quarterly on a scheduled basis and monthly on a random basis. However, informal inspections can be at any time and are typically performed by UH managers in conjunction with maintenance activities. Informal inspections confirm that rooms are neat and orderly. Whenever possible, rooms displaying “Shift Worker” or “Crew Rest” signs will be inspected during hours other than the occupant’s normal sleeping hours. **Your rooms are expected to be maintained in a neat and orderly manner at all times.**

Room Decorations. You are encouraged to decorate the *interior* of your room in a tasteful manner. Any physical change (paint, wallpaper border etc) must be approved by UH management prior to being done and must be returned to the original condition when leaving; any damages will be assessed to the resident and taken directly out of their pay. Pictures, posters, and artwork are welcome. However, they must be in good taste. Any pornographic, inflammatory, or any material that promotes the use of a controlled substance (**illegal drugs**) will **NOT** be openly displayed. **Do not hang any items from sprinkler heads.**

Smoking. Smoking is prohibited in all dormitories to include individual rooms, balconies, stairways and common areas. Each dormitory has a designated smoking area. Smoking is only allowed in these designated areas.

Unauthorized Items. Fireworks, firearms, and weapons are not allowed. Storage of flammables (includes gasoline, kerosene, charcoal lighter fluid, lighter fluid) is prohibited. Incense and candles may not be burned. Portable grills are prohibited (barbecue grills are provided). Space heaters of any type are prohibited.

Pets. Only pets allowed are fish. Aquariums must be less than 20 gallons, and be maintained in a manner that prevents them from being unsightly. Any water damage caused by aquariums is the resident’s responsibility. If you are deployed, TDY, or on leave out of the area, you must provide a POC to be responsible for your aquarium to the UH manager.

AIR FORCE RESPONSIBILITIES

Initial Inspection. The UH manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of room assignment. Residents will sign for room furniture, and keys. Residents should inspect the furniture and room for damages and ensure UH Management is made aware of discrepancies found within 48 hours. **Residents will not remove any furniture from the room; any missing furniture will be charged to the resident -- No waterbeds are allowed in the dorm.**

Maintenance and Repair. 23 CES has the primary responsibility of maintaining the building's structure and dormitory campus. To request repairs, call your UH manager. For emergencies during non-duty hours, contact 257-3678.

Refuse Collection and Disposal. Place your room trash/garbage in the dumpsters provided. Government-provided garbage cans in the common areas are used for small trash or litter; not room trash. Do not place trash on balconies or stairwells.

Lockouts. The UH manager keeps a master key to all rooms. **Commercially duplicating a key is prohibited.** If locked out, contact the UH manager in person during duty hours, 0730 – 1630. After duty hours and on weekends, contact Moody Inn at 257-3893. **If a key (ID Card) is lost, the resident must contact their First Sergeant/Squadron Commander for replacement.** Once new ID Card is issued, you must report to the Dormitory Management office to have it re-keyed. If issued hard keys are lost, re-keying the lock is required; you will have to reimburse the government for that additional cost. You must pay for missing hard keys when you terminate your room. The UH manager will assist you with payment procedures.

Laundry Areas. Washers and dryers are provided for residents use at no cost. Empty dryer filters before and after use. Laundry is your responsibility; do not leave it unattended.

Name Plates/Labels. Name plates stating rank and last name (absolutely no first names) must be placed on every occupied room upon assignment. Names plates/labels are to remain in place and may not be altered by residents.

RESIDENT RESPONSIBILITIES

Personal Standards. All residents will maintain dress and appearance standards as outlined in AFI 36-2903. Residents and guests utilizing any common areas will be fully attired to include shoes (NO BARE FEET) and shirts.

Conduct. All residents must respect the rights of others living in unaccompanied housing. Televisions and stereos must be maintained at a minimal level of volume that does not disturb your neighbors. When violations occur, it is recommended that the residents involved resolve the situation at the lowest level. Repeated violations should be reported either to their First Sergeant, or Security Forces.

Social Visits. UH residents will be responsible for all guests while they are in and around the dormitories. Guests must remain with the host during visits. Residents may not have a "live-in" guest. No one is authorized to reside in the UH room other than the assigned resident. Cohabitation, to include married residents, is not permitted. Guests under the age of 18 are not allowed, unless the guest is a military member or accompanied by a parent or legal guardian. First Sergeants may approve room visits by dependent children or family members.

Leave or Extended TDY to include Deployments. If you plan to be absent longer than 14 days, you must arrange for security and care of your room. Notify the UH manager of your intended absence and the name of the person you designate to care for your room. If deploying, leave a copy of your orders on your bed; your room must be in inspection order. The UH manager will inspect your room prior to your deployment. Do not turn off your HVAC system or unplug the refrigerator during your absence.

Maintenance and Repair. Discrepancies found with fixtures, electrical, plumbing, and other hardware will be reported to the UH manager immediately. During normal duty hours, notify the UH manager; for emergencies after duty hours, contact 257-3678.

Damages. You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. Your UH manager/ADL can fully explain your options to repair/replace damaged items and the method of payment.

Cooking. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchens or rooms with kitchens. Never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. **NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN!** Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

FIRE REPORTING. IF A FIRE OCCURS IN YOUR ROOM/UH FACILITY, NOTIFY THE BASE FIRE DEPARTMENT, AT **911**, IMMEDIATELY. GIVE THE FIRE ALARM OPERATOR YOUR NAME, BUILDING NUMBER, AND STREET. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRES, REGARDLESS OF SIZE.

Extension Cords. Extension cords must be without splices and UL approved. Position cords in a safe manner to prevent tripping hazards. Unplug heat-producing devices when not in use. (i.e. curling irons, flat irons, blow driers).

Quiet Hours. Quiet hours are 24 hours a day, 7 days a week. There are shift workers in every UH building. Loud stereos and televisions are disturbing and disruptive. If a sound from inside your room can be heard outside your room or through the walls, it is too loud.

Alcohol. Underage drinking of alcoholic beverages is prohibited. No open containers are allowed outside the campus.

Fire Evacuation Reporting Areas:

Bldgs 322/323/326: Grassy area next to the library past the dormitory parking lot

Bldgs 545/546/548/549: Beside the parking lot located on the MPF side of the buildings

Bldgs 550/553: Grassy area located immediately behind the Base Shoppette (gas station)

Bldgs 570/577: North end of buildings past parking lot, grassy area in front of bowling alley

Bldgs 572/573: North end of buildings beside parking lot behind bowling alley

Building 580: Beside parking lot behind the bowling alley

UH Management Team.....257-2682

Useful Phone Numbers

<u>Agency</u>	<u>Phone</u>
Fire Department.....	911
Crime Stop.....	911
Ambulance.....	257-3232
Hospital Appointment Desk.....	257-2778
Base Information	257-1110
UH Management Section.....	257-2682
Trans Mgmt Office (TMO).....	257-3202
Red Cross Emergency.....	877-272-7337
Crime Report.....	257-3911
Internet Service (ATT).....	888-288-2020
Cable Service/Repair.....	245-0680
Service Calls.....	257-2682
After Duty Hours Service Calls.....	257-3678
After Duty Hours Lock Outs.....	257-3893