

**USAG LIVORNO**

**DIRECTORATE OF PUBLIC WORKS**

**HOUSING DIVISION**

***FIRST SERGEANTS BARRACKS INITIATIVE***

***STANDING OPERATING PROCEDURE***

***FOR***

***“Single Soldier/Airman Housing”***

***Committed to the welfare and well-being of our Soldiers and Airmen***



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MEMORANDUM FOR All Soldiers and Airmen Residing in Camp Darby Single Soldier Housing (SSH) Enlisted Quarters (EQ)

SUBJECT: Single Soldier/Airman Housing Management Standing Operating Procedure (SOP)

1. References:

- a. AR 420-1, Army Facilities Management, Chapter 3, 12 Feb 08.
- b. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 15 Nov 06.
- c. AE Suppl 1 to AR 420-1, Army Facilities Management, 20 Nov 08.
- d. Memorandum of Agreement USAFE, USAREUR/7<sup>th</sup> Army, IMA-EURO HQ USAFE-2006-002.
- e. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-Sensitive), 30 Sep 93.
- f. AR 420-1, Army Facilities Management, Chapter 25, 12 Feb 08.

2. Purpose: To provide policy for the assignment, termination, maintenance, inspection and responsibility for management of Single Soldier/Airman Housing at Camp Darby, also known as barracks, managed by the Government Quarters Branch, Single Soldier Housing Office (SSHO), Housing Division, Directorate of Public Works (DPW), USAG Livorno.

3. Scope: This Standing Operating Procedure (SOP) is applicable to all occupants of Single Soldier/Airman Housing managed by the Government Quarters Branch, DPW, USAG Livorno.

4. Responsibilities:

- a. The Garrison Commander provides adequate facilities and services and directs oversight of the Single Soldier/Airman Housing management program per AR 420-1, Chapter 3, and other appropriate governing regulations.
- b. The Chief, Housing Division serves as the Single Soldier Housing (SSH) Manager and the Director, Public Works ensures the SSHO of the Government Controlled Quarters Branch is properly staffed.
- c. The Housing Division Manager acts as the SSH Manager and Agent for the Commander in establishing and enforcing enlisted quarters' management policies and procedures, and has oversight of the program.

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d. Government Quarters Branch Manager:

- (1) Manages, operates and maintains the enlisted quarters facilities and equipment.
- (2) Maintains utilization statistics, prepares reports in accordance with AR 420-1, and maintains automated occupancy data.
- (3) Provides area oversight of buildings and grounds as detailed in this SOP.
- (4) Monitors the maintenance of grounds and facilities.
- (5) Escorts personnel who provide fire, safety, security, and maintenance services.
- (6) Coordinates maintenance, repair and improvements with the DPW and with any self-help teams or DPW Tiger teams.
- (7) Interviews applicants advising them of entitlements, waiting periods and occupancy requirements.
- (8) Conducts assignment, pre-termination, and termination inspections.
- (9) Initiates actions for acquisition of furnishings and supplies. Establishes, maintains, and routinely reconciles hand receipts with Furnishings Management Office (FMO) and barracks occupants.
- (10) Reports and coordinates with units and individuals for Statements of Charges and Reports of Survey for damaged facilities, equipment and furnishings.
- (11) Maintains a key control system. Maintains emergency access keys and establishes after-duty entrance procedures for persons who have locked themselves out.
- (12) Conducts regular inspections of facility concentrating on building conditions and facility/furnishings accountability and conditions.
- (13) Ensures the privileges allowed by this SOP are withdrawn for Soldier/Airman who fail to meet the standards set within this SOP through their commanders.

e. Central Dormitory Manager (CDM):

- (1) Responsible for the day-to-day operation of the Single Soldier Housing program. Dormitory Manager will ensure that all personnel is housed without any regards to race, color, religion, or national origin.

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(2) Maintains 90 percent occupancy of adequate SSH quarters. Establishes and maintains a waiting list for personnel who desire to live off base with BAQ or Basic Allowances for Housing (BAH) with OHA.

(3) Assigns and terminates personnel to the dormitories.

(4) Manages and controls hospitality rooms.

(5) Ensures unit and group integrity based on dormitory occupancy rate.

(6) Performs pre- and final inspection of each individual room.

(7) Acts as a Facility Manager. Provides resources to maintain the dormitories (e.g. provides paint for self-help projects such as room painting. CDM will acquire material free of charge).

(8) CDM schedules and documents monthly facility and fire inspections. Ensures all work orders (WOs) are called in promptly to DPW. Maintains a WO log and follows up regularly on the status of WO's until closed out.

(9) Identifies each individual room and public area safety and health hazards.

(10) Maintains bulletin boards.

(11) Budgets, purchases and controls supplies and furnishings.

(12) Supervises bay orderly personnel. Ensures common areas are cleaned on a daily basis.

(13) Ensures that funds are expended only on authorized supplies and equipment.

(14) Provides light bulbs for occupants' rooms. Also provides and signs out cleaning kits for those individuals preparing to Permanent Change Station (PCS).

(15) Participates as a member of the Quarters Improvement Committee.

f. Building Coordinator (usually the senior resident of building) appointed by the SSH Manager):

(1) Attends the Building Fire Warden training class at Bldg 5013 which is conducted every Thursday afternoon. Call 633-7457 for an appointment. Once training is completed bring a copy of training certificate to the SSH Office.

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(2) Supervises and ensures all assigned occupants share cleaning of common areas. Checks fire extinguishers monthly, initials inspection record, and turns in those needing replacement to the DES Fire Department, 633-8268.

(3) Coordinates and conducts meetings for issues related to cleaning/maintenance of common areas as required.

(4) Reports maintenance requirements to the SSHO.

(5) Reports Soldiers/Airmen failing to meet the standards of this SOP to the SSHO.

(6) Inspects and ensures grounds are kept clean and grass is watered.

g. Floor Manager (if designated by the Building Coordinator):

(1) Schedules and ensures the cleaning and maintenance of common areas.

(2) Coordinates required work orders with the Building Coordinator.

(3) Reports damaged facilities or property to the Building Coordinator.

(4) Reports Soldiers/Airmen failing to meet the standard of this SOP to the Building Coordinator.

5. General:

a. The intent is to provide as much privacy as possible, however, standards for health, welfare, security, safety and cleanliness must be maintained.

b. The residents' chain of command and NCO support channel are required to visit the Soldiers/Airmen living on and off post. This includes Single Soldier/Airman Housing.

c. All occupants are required to participate in the cleanliness and upkeep of common areas. Failure to respond to scheduled cleaning details called by the Floor and/or Building Coordinator may subject the occupant to disciplinary action.

d. Quiet Hours:

(1) Residents will conduct themselves so they do not disturb others. Quiet hours are 24 hours a day to accommodate shift workers. Stereo, TV or other noise must not be heard outside the room or through the walls.

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(2) Social gatherings are allowed provided they take into consideration others that may be sleeping or otherwise do not want to be disturbed. Social gatherings should be conducted in the common area lounges or away from the building in the recreation areas. Common areas will be cleaned at the end of the gatherings.

(3) Quiet hours include the parking lots and adjoining streets. Noise will be kept to a minimum to accommodate shift workers. Music or other noise must not carry past the interior of the vehicle. Excessively loud vehicles will be subject to vehicle inspections in accordance with installation guidelines for vehicle registration.

e. There will not be any "hey you" details in the SSH.

f. The storage of TA-50 equipment in the Soldiers/Airmen rooms will only be authorized when there is no other secure place available in the barracks.

#### 6. Privileges:

a. Storing and consuming alcoholic beverages in Soldier/Airmen barracks is permitted by 'of age' personnel. The unit commanders are required to establish policy that ensures the use of alcohol does not impair safety and security or degrade order and discipline.

b. Soldiers/Airmen may have visitors in their rooms during the day (0600-2400) but must have permission from the company/unit commander and roommate (if one exists) before having visitors overnight (2400-0600). Commanders may restrict this rule.

(1) Parent or guardian must accompany visitors less than 18 years of age.

(2) No cohabitation is permitted.

(3) Roommate must consent to visitors.

c. Self-help painting of rooms is not authorized without prior approval from the SSH Manager. Self-help improvements will be coordinated with the SSH Manager prior to commencement of work. Failure to receive prior written approval could result in failure to pass final clearing inspection and requirement to return quarters to original condition at Soldier's charges.

d. Occupants may set up furnishings according to personal taste as long as placement does not encroach on another person's space or create a safety hazard in exiting. Personal furniture is not encouraged but is allowed. Issued government furniture will normally not be removed to make space. Waterbeds are not authorized.

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e. No standard inspection layout of clothing, equipment, or furniture will be conducted as long as safety standards are met.

f. Single Soldier Housing inspections will be initial assignment/checkout, pre-checkout, health, welfare, safety, cleanliness, security and maintenance oriented.

g. The Command Inspection Program (CIP) and TA-50 inspections will be held in areas designated by the individual unit commanders for enlisted quarters.

h. The SSH is a Department of Defense facility, which requires that all public access areas be designated as "nonsmoking". Additionally, by order of the Garrison Commander, in order to preserve the health and safety of all, smoking is not authorized anywhere within the barracks buildings, to include sleeping rooms, bathrooms, and kitchenettes.

i. Every Soldier/Airman is considered an adult and as such is entitled to the treatment indicated above.

j. Soldiers/Airmen are not required to live in the barracks if authorized to live off post.

k. Occupants are required to abide by this SOP. Violators of policies and procedures established herein may be referred to their commander for appropriate administrative and/or disciplinary action(s) under the provisions of the Uniform Code of Military Justice (UCMJ).

7. Proponent: The proponent for this SOP is the Chief, Housing Division, DSN 633-8071.

  
STEVEN G. CADE  
LTC, EN  
Commanding



Appendix A-1 to the Single Soldier/Airman Housing Management SOP  
Room Assignments and Terminations

1. All personnel assigned a room will be given a copy of the Single Soldier Housing Management SOP.
2. Assignment will be based on the entitlement of the applicant and the type and availability of facilities.
3. Geographical bachelors and Command Sponsored personnel will not be assigned quarters within the Single Soldier/Airman Housing complex facility.
4. During initial room assignment, the Housing Inspector will conduct an assignment inspection with the occupant to inspect the assigned quarters and its contents, and acknowledge receipt and condition of furnishings and quarters by signing DA Form 2062 (or HOMES generated hand receipt form). Exceptions and damages to the room and its furnishings must be annotated at this time.
5. Termination inspections will be preceded by a pre-termination inspection, where the requirements for clearing are reviewed with the occupant. For termination of room assignment, the resident must schedule an appointment for inspection of the room with the Housing Office at least 10 days prior to the desired termination date, if possible. Termination inspections are required for Soldiers deploying or going on TDY in excess of 180 days or PCSing.
6. After passing the final inspection, and payment of telephone/internet bill the Housing Inspector will sign the clearing papers of the departing occupant. A statement of charges, cash collection voucher, or report of survey will be initiated for damaged facilities or missing/dirty equipment or furnishings.
7. If a room is found dirty because an occupant departed without clearing and the occupant is still in the military, the Housing Office will contract for cleaning through a cleaning team and have the charges deducted from the occupant's pay through DD 139. If the occupant is no longer in the military, arrangements will be made with Finance to recoup the cost of preparing the quarters for the next occupant.
8. Occupants are responsible for informing the Housing Office of any change of status that may affect eligibility for quarters, such as marital status, promotion and assignment to family quarters.
9. Unit integrity may be maintained when housing Soldiers. The Garrison Commander may waive this rule when it is necessary to meet constraints based on building size or room standards.
10. In case of an emergency PCS or early departure, or when a Soldier/Airman can't be present at the termination inspection he/she will have to leave a special Power of Attorney (POA).

Appendix A-2 to the Single Soldier/Airman Housing Management SOP  
Minimum Space Adequacy and Privacy Standards

1. Enlisted quarters are defined in AR 420-1, Chapter 3 as “Housing designated for use by enlisted personnel in grades E6 and below.” If building conforms to the 1 + 1 or 2 + 2 standards, the following applies:

a. SSG (SGT if space available) (Permanent Party, bonafide single): 135 square feet net living area; not more than one person per suite, shared by no more than one other person.

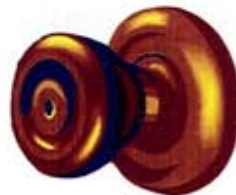
b. PV1 through CPL/SPC (Permanent Party, bonafide single): 90 square feet net living area; not more than two persons per suite, shared bath.



## Appendix A-3 to the Single Soldier/Airman Housing Management SOP

### Physical Security

1. The SSHO provides keys to quarters. Unauthorized locks are not permitted. Assigned occupants will not give a key for their room door, suite door, or main door to a nonresident. Occupants will report lost keys or damaged locks to the Housing Office as soon as the condition is known. Depending on the circumstances, replacement of core lock and keys may be at the occupants' expense.
2. **Assigned occupants will not "sublet" the assigned quarters to any other person. Enlisted quarters, to include latrine and laundry facilities, are for assigned occupants. This means persons who are not registered as occupants may not shower in the latrines after Physical Training. As the assigned occupant, you are responsible for the key.**
3. Keys for lockouts that occur during duty hours may be signed for at the SSH Office, Building 413. Keys for lockouts that occur after duty hours (after 1600 Monday - Friday and weekends) must be coordinated through the MP Desk.
4. Doors and windows will be closed and locked when rooms are not occupied.
5. Large sums of money (\$100 or greater) will never be kept in the individual rooms, but will be deposited in a financial institution.
6. Personnel going TDY for a period of 180 days or longer will be required to terminate room assignment. If the occupant so desires, the name may be maintained on a waiting list with the anticipated date of return.
7. Personal property within the quarters is the responsibility of each individual who resides there. Individuals must ensure that personal property is secured at all times.
8. Residents are responsible for ensuring that personal high value items are recorded on DA Form 4986 and the form is on file at the individual's unit. Items that do not have serial numbers should be marked with the last four digits of his/her social security number or some other registered designation number to clearly identify the property as that of the individual.
9. Commanders will conduct risk assessment and ensure that controls are in place to maintain a safe, secure and orderly environment.



## Appendix A-4 to the Single Soldier/Airman Housing Management SOP

### Safety

1. Safety is of utmost importance within the enlisted quarter's facilities. Doors that cannot be adjusted will be reported to the SSH Manager.
2. All doors that are spring-loaded will be properly adjusted to prevent sudden jerks.
3. Windows with broken handles, broken hinges, and broken glass will be reported to the Housing Office immediately for corrective action.
4. Stairs and balconies will be kept free of trash and liquids.
5. Personnel using the stairs should use the handrails at all times.
6. Residents who come in contact with explosives, i.e., firecrackers, gunpowder, and flammables, will not bring these items into the enlisted quarters for any reason.
7. Electrical cooking appliances which are authorized for use in the enlisted quarters are: privately-owned **microwave ovens** in kitchenette areas only if enough electrical power exists and the Commander and DPW have approved and Furnishing Management Office provided equipment. All others, to include hot plates and deep fryers, are strictly prohibited.
8. **Any open flame is prohibited. This includes, but is not limited to, candles, lamps and incense.**
9. Electrical appliances that have a heating element, other than electric irons, curling irons, hair dryers, coffee pots or air type popcorn poppers, are prohibited.
10. Occupants should acquaint themselves with the location of fire extinguishers.
11. During a fire alarm, occupants must evacuate the building, closing windows and doors as they exit, disconnecting appliances and turning off all lights. This will assist in stopping the spread of fire through the building and electrical circuits.



## Appendix A-5 to the Single Soldier/Airman Housing Management SOP

### Appearance and Standards

1. All personnel residing in Single Soldier Housing are responsible for the cleanup and maintenance of the stairways, balconies, and complex areas. The Building Manager, Floor Manager or his/ her designee will post a duty roster. Personnel on leave/pass or field duty will find a replacement or notify the appropriate person maintaining the roster so duties can continue efficiently. All common areas will be cleaned daily by 0900. Soldiers are responsible for maintaining their rooms. Commanders will ensure common use areas are checked for cleanliness and security at least once a day.
2. All luggage and boxes will be properly marked with individual's last name and last four digits of social security number and placed in the storage room located in the individual buildings when available.
3. Room furnishings will not be removed from any room without prior approval of the SSH Manager.
4. Trash from rooms will be placed in the dumpster, not in the kitchen or in laundry rooms. Appropriate exterior recycle containers will be used for their intended purpose.
5. The privacy of all occupants will be respected and noise levels, to include playing of television, stereo equipment and radios, will be kept at a level to preclude disturbing other occupants. Failure to comply with this provision may result in individuals forfeiting the privilege to have the noise-producing equipment in their rooms. Noise may be considered to be excessive if occupants of adjoining rooms or suites complain. Commanders will establish quiet hours for Single Soldier/Airman Housing.
6. It is recommended that personnel living in the Single Soldier/Airman Housing have an up-to-date personal property inventory (either hardcopy, electronic, photo, etc) for their records. An inventory of high value personal property should be kept on record at the individual's unit. A signed Statement of Liability (attached as Appendix A-15) must also be completed and on file at the individual's unit and at the SSH Office.
7. Pets or caged animals are not authorized (except fish) in the rooms.
8. Individual suites, as a minimum, will meet these daily standards:
  - a. Rooms maintained in a "clean, safe, functional, secure and neat" condition. Clean as necessary to assure that proper sanitation level is maintained. Room must meet the "clean, safe, functional, secure and neat" standard at all times.
  - b. Valuables will be put away and the closet locked.

Appendix A-5 to the Single Soldier/Airman Housing Management SOP (Cont)

c. Electrical appliances will be disconnected, i.e., irons, hair curlers and blow dryers, when not in use.

d. Remove any trash containing discarded food. Immediately take all trash to dumpsters. Clean trash cans as required.

e. Wipe down microwave after use.

f. Sweep/mop/vacuum floors.

g. Clean sinks, mirrors, toilet and shower/bathtub. Water deposits, soap scum and mineral deposits will be removed. Shower curtain will be checked for mildew and cleaned as required.

h. No food will be left out (this is a health and pest control issue).

9. Individual suites, as a minimum, will meet these weekly standards:

a. Dust and clean window, windowsills and doors inside and outside.

b. Neatly arrange personal items within rooms.

10. To maintain good appearance in the quarters, profane, sexually explicit, obscene, porno, immoral or vulgar phrases, pictures or posters will not be displayed on the walls. The USAG Livorno Command Sergeant Major will determine appropriateness as required.

11. No pictures/posters will be placed or hung on the walls directly. The appropriate mounting hardware will be used to affix pictures to the mounting boards. For any questions, call the SSH Manager.

12. Soldiers may decorate their rooms as long as the decorations are not offensive to others and the room is returned to the standards in AR 420-1, Chapter 3, and as designated by the installation and organizational commanders before they outprocess.



## Appendix A-6 to the Single Soldier/Airman Housing Management SOP

### Mold Mitigation

#### 1. Housing Manager's Comments on Mold:

a. Mold continues to be the Garrison's main enemy during Italy's rainy season. Molds produce tiny spores to reproduce. Mold spores waft through the indoor and outdoor air continually. When mold spores land on a damp spot indoors, they may begin growing and digesting whatever they are growing on in order to survive. There are molds that can grow on wood, paper, carpet, and foods. When excessive moisture or water accumulates indoors, mold growth will often occur, particularly if the moisture problem remains undiscovered or unaddressed. There is no practical way to eliminate all mold and mold spores in the indoor environment, the way to control indoor mold growth is to control moisture.

b. The key to mold control is moisture control. It is important to dry water damaged areas and items within 24-48 hours to prevent mold growth. If mold is a problem in your barracks or office, clean up the mold and get rid of the excess water or moisture. Fix leaky plumbing or other sources of water. Wash mold off hard surfaces with detergent and water, and dry completely. Absorbent materials, such as ceiling tiles and carpet which become moldy may have to be replaced.

#### 2. Eight Things you should know about Mold:

a. Potential health effects and symptoms associated with mold exposures include allergic reactions, asthma, and other respiratory complaints.

b. There is no practical way to eliminate all molds and mold spores in the indoor environment, the way to control indoor mold growth is to control moisture.

c. If mold is a problem in your room, you must clean up the mold and eliminate sources of moisture. Fix the source of the water problem or leak to prevent mold growth.

d. Reduce indoor humidity (to 30-60%) to decrease mold growth by venting bathrooms, dryers and other moisture-generating sources to the outside; using air conditioners and dehumidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing and cleaning.

e. Clean and dry any damp or wet building materials and furnishings within 24-48 hours to prevent mold growth.

f. Clean mold off hard surfaces with water and detergent, and dry completely. Absorbent materials such as ceiling tiles that are moldy may need to be replaced.

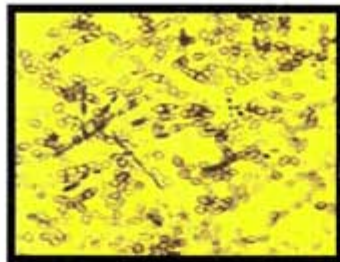
Appendix A-6 to the Single Soldier/Airman Housing Management SOP (Cont)

g. Prevent Condensation - Reduce the potential for condensation on cold surfaces (i.e., windows, piping, exterior walls, roof, or floors) by adding insulation.

h. In areas where there is a perpetual moisture problem, do not install carpeting (i.e., by drinking fountains, by classroom sinks, or on concrete floors with leaks or frequent condensation).

3. Molds can be found almost anywhere; they can grow on virtually any substance, providing moisture is present. There are molds that can grow on wood, paper, carpet, and foods. Questions visit: [www.moldinspector.com/mold\\_removal.htm](http://www.moldinspector.com/mold_removal.htm) or [www.epa.gov/mold/moldguide.html](http://www.epa.gov/mold/moldguide.html)

4. If you have any questions please contact the SSHO.



**Magnified Mold spores**





## Appendix A-7 to the Single Soldier/Airman Housing Management SOP

### Inspections

1. All Unit Commanders, First Sergeants, and immediate supervisors will make random checks (on a regular basis) of their Soldiers', Airmen's rooms/living areas for the purpose of maintaining a standard of health and welfare, cleanliness, functionality, neatness, and security.
2. Leaders will respect privacy, but may enter rooms in the performance of their duties to conduct security, fire, or safety checks; locate Soldiers/Airmen; respond to complaints; inspect for violations of unit health and welfare, cleanliness or standards; and enforce standards described in the SOP. Two persons are required to inspect individual rooms, unless the occupant is present, then only one is required.
3. Visibility of unit leaders within Single Soldier Housing will enhance morale, foster teamwork, and improve living conditions and the well-being of the Soldiers and Airmen.
4. Military Police, MPI and CID agents will be allowed to search enlisted quarters common areas pursuant to their official duties upon presentation of their credentials. Search of Soldiers' and Airmen's rooms will only be allowed if, upon presentation of a search warrant, the Soldiers/Airmen consent, or evidence relating to a crime is being or about to be destroyed. The SSH Manager, USAG Livorno Command Sergeant Major and Unit Commanders will be promptly notified of the request for search and the use of military working dogs.
5. Periodic inspections and inventories will be announced at least 24 hours in advance whenever possible.
6. Unannounced health and welfare, safety, and security inspections can be conducted by the Unit Commanders and higher headquarters.
7. Whenever possible, at least 24-hour notice will be given prior to maintenance/repair personnel entering a room.



## Appendix A-8 to the Single Soldier/Airman Housing Management SOP

### Apparel

1. Personnel residing in the Single Soldier Housing who are outside their quarters in robes or other sleeping attire, should ensure that it covers the shoulders and are below the knees.
2. Gym shorts and T-shirts or other apparel that is considered to be an outer garment are appropriate apparel.



## Appendix A-9 to the Single Soldier/Airman Housing Management SOP

### Parking/Washing of Cars

1. Parking of privately-owned vehicles is authorized only in designated parking areas and occupants will not park privately-owned vehicles in seeded areas or areas designated as fire lanes or sidewalks.
2. Cars will be washed at the Auto Craft Shop or an off-post car wash. No automotive maintenance will be performed in the Single Soldier/Airman Housing areas. All environmental guidelines will be followed.
3. No automotive parts will be stored in any part of Camp Darby Single Soldier/Airman Housing facilities, to include private rooms and bulk storage areas.



Appendix A-10 to the Single Soldier/Airman Housing Management SOP  
Energy Conservation

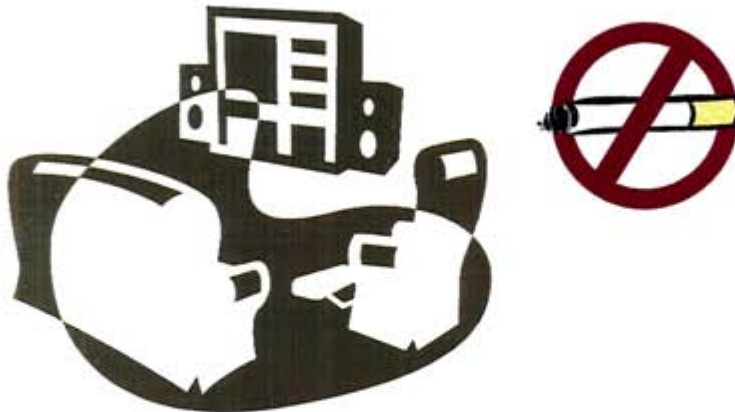
1. All lights and water faucets will be turned off when not in use.
2. Report all maintenance deficiencies to the SSH Office, DSN 633-7303/7755.



## Appendix A-11 to the Single Soldier/Airman Housing Management SOP

### Soldier/Airman Common Areas

1. Soldier Common Areas (SCA) are for the convenience and relaxation of the Soldiers and Airmen.
2. For use by occupants only.
3. Will be kept free of trash at all times.
4. Clothes will not be left unattended in the laundry room.
5. Clothes left unattended will not be the responsibility of the SSH Manager or the Building Coordinator.
6. The use of the common kitchen will be coordinated with other SSH residents and will be cleaned after use.
7. No private parties/meetings will be held in the SCA.
8. There will be **NO SMOKING** within the SCA.



## Appendix A-12 to the Single Soldier/Airman Housing Management SOP

### Punitive and Pecuniary Liabilities

1. General: The 1SG, MSGT, SSH Manager, Building Coordinator, Floor NCO, and Chief of Housing have the authority to detail any and all personnel residing in the Single Soldier/Airman Housing to correct fire or other hazards at any time. This includes details such as cleaning, stairwells, game room, laundry room and latrines. When detailed, individuals will comply immediately.

#### 2. Punitive and Pecuniary Liabilities:

a. Occupants are required to abide by this SOP. Violators of policies and procedures of this SOP may be referred to their commander for appropriate administrative and/or disciplinary action(s) under the provisions of the Uniform Code of Military Justice (UCMJ).

b. Single Soldier/Airman Housing occupants who have been provided furnishings may be held liable for damage or loss caused through their abuse or negligence. Their own action or that of a guest may cause the damage or loss. It includes damage that requires cleaning, repair, or refinishing that exceeds fair wear and tear usage as determined by a qualified technical inspector.

c. Occupants will sign the liability statement at Appendix 15 acknowledging they have read this SOP and understand the provisions thereof concerning their potential liability.

d. Occupants will sign for the property under their control.

(1) In Single Soldier/Airman Housing with one individual assigned to a sleeping room or suite, occupants will hand receipt from the FMO, via the DPW SSH Inspector at the time of their assignment inspection. When they terminate occupancy at their Final Inspection the SSH inspector will inventory and check for serviceability and cleanliness. DPW Housing Division Office will assess charges, if any.

(2) When two individuals share a suite with common furnishings (i.e., refrigerator), the senior member will sign a hand receipt for the common use furnishings. When either individual terminate occupancy the Housing Inspector will inventory and check for serviceability and cleanliness. DPW Housing Division Office will assess charges, if any.

## Appendix A-13 to the Single Soldier/Airman Housing Management SOP

### Maintenance

1. The SSH Office will be the single POC for all maintenance needs. However, in the interest of customer service, occupants may submit their maintenance requests to the floor and/or Barracks Manager, who will relay them to the SSH Office, 633-7303/7755.
2. The SSH Office will initiate corrective action immediately by calling the Directorate of Public Works (DPW) Service Order Desk at 633-5115 (115) during duty hours and will maintain a log of requests by building.
3. Occupants are responsible for calling in maintenance and repair for their room areas to the DPW Service Order Desk at 633-5115 (115). Occupants are also responsible for being available to allow DPW or contract workers into their areas of responsibility (sleeping rooms/suites) to perform required work.
4. Occupants will call in requests for emergency service after duty hours (after 1600 each day and on weekends) to the Emergency Service Order number 633-5115. The SSH Office will be notified of this action on the following duty day.
5. Maximum use of the DPW Self-Help Program will be employed by occupants of Single Soldier/Airman Housing.
6. Work requested by an occupant that is suspected of being the result of abuse of property or negligence will be reported to the SSH Office prior to execution of repair. The DPW Housing Division Office will assess charges, if any, and process through DD Form 362 ,Statement of Charges/Cash Collection Voucher, or DD Form 200, Financial Liability Investigation of Property Loss.

Appendix A-14 to the Single Soldier/Airman Housing Management SOP  
Storage of Privately-Owned Weapons, Ammunition, Pyrotechnics and Fire Works  
Belonging to Single Soldier/Airman Housing Residents

1. Reference AR 190-11, Physical Security of Arms, Ammunition and Explosives, 12 Feb 08.
  
2. Privately owned weapons (POW) are not allowed in Single Soldier/Airman Housing occupants personal areas. Get information from the Provost Marshal's Office for the proper registration, storage, or disposition of POW. These POWs are defined as being:
  - a. Shotguns.
  - b. Rifles.
  - c. Handguns.
  - d. All war trophy weapons.
  - e. Antique and replica firearms with operational firing mechanisms.
  - f. Fully automatic weapons.
  - g. Curios and relics (such as shot pistols).
  - h. Shoulder stocked pistols and revolvers.
  - i. Muzzle loading weapons.
  - j. Cross bow.
  - k. Black powder guns.
  - l. Martial arts "throwing stars".
  - m. Air rifles and pistols; and BB, pellet, and dart guns.
  - n. Bows and/or arrows.
  - o. Potato or tennis ball guns.
  - p. Hatchets, \*knives, daggers, swords, spears, or similar instruments with a blade or cutting edge.

NOTE: \* Applies only to knives with a blade length in excess of 3 1/2 inches.



Appendix A-14 to the Single Soldier/Airman Housing Management SOP (Cont)

- q. Slingshots.
  - r. Boomerangs.
  - s. Spear guns or other similar devices.
3. Items 2m through 2r do not require registration with the Provost Marshal's Office.
4. All personnel who reside in Single Soldier/Airman Housing are required to secure weapons listed above and any ammunition in their unit arms room. Allowed weapons may be checked out of the arms room for repair, marksmanship at approved ranges, or hunting. Weapons will not be stored in vehicles, brought into enlisted quarters, or brought to work areas for any reason.
5. Military weapons will not be brought into Single Soldier/Airman Housing except as part of official military duties. Cleaning of weapons, in this instance, is not considered official military duties.
6. Any type of explosive or burning device, to include pyrotechnics, government and privately-owned ammunition, TNT, primer cord, blasting caps, grenades both real and simulators, torpedoes, cherry bombs, mines and bombs are strictly prohibited in the Single Soldier/Airman Housing and work areas.



Appendix A15 to the Single Soldier/Airman Housing Management SOP

**Liability Briefing Statement**

I \_\_\_\_\_ have read and understand the  
Print Name

Provisions of the to the Single Soldier/Airman Housing Management SOP to include all its appendixes. I understand this SOP is a written order from the USAG Livorno Commander and violations of the provisions will subject me to potential administrative and/or punitive action(s) based on Article 92 of the Uniform Code of Military Justice.

\_\_\_\_\_ Date \_\_\_\_\_ Occupant's Signature

Witnessed by:

\_\_\_\_\_ Printed Name \_\_\_\_\_ Witness' Signature  
HHS Manager



## Appendix A-16 to the Single Soldier/Airman Housing Management SOP

### Assignment and Termination Checklist

The following procedure is recommended for inspecting rooms prior to assignment and termination of residents.

#### I. Check the suite entrance and window areas.

- (a) Is the room number properly attached to the door?
- (b) Does the doorknob and catch work?
- (c) Does the door open easily?
- (d) Is the door clean inside and outside?
- (e) Is the threshold secure and clean?
- (f) Is the window clean on the outside?
- (g) Is the window clean on the inside?
- (h) Are the windowsills inside and outside clean?
- (i) Does the window operate freely?
- (j) Are the tracks/frame clean?
- (k) Does the window close completely?



#### II. Check the window screens.

- (a) Is it missing?
- (b) Is it ripped or broken?

#### III. Check the Kitchenette.

- (a) Is the floor clean and properly shined?
- (b) Is the sink clean?
- (c) Has the faucet been polished?
- (d) Is the counter top clean?
- (e) Does the garbage disposal work properly?
- (f) Are the cabinet doors functioning properly?
- (g) Are the cabinet shelves mounted properly?
- (h) Are the cabinet exteriors in good condition?
- (i) Are the cabinets clean inside and outside?
- (j) Are the refrigerator and microwave operating properly?
- (k) Are the refrigerator and microwave clean inside and outside?
- (l) Is the frost in the freezer less than 3/16 inches thick?
- (m) Do the doors seal properly on both machines?
- (n) Are the electrical cords in good conditions?



#### IV. Check the bathroom.

- (a) Is the tub/shower clean, with no bits of hair or evidence of mold ?
- (b) Are the wall tiles clean of soap scum?
- (c) Is the grouting around the tub/shower in good condition?
- (d) Is the soap dish clean?
- (e) Have plumbing fixtures and faucets been polished?
- (f) Do all the faucets work correctly?
- (g) Has the towel rack been wiped clean?
- (h) Has the shower curtain rod been wiped clean?
- (i) Is the correct number of shower curtain rings in place?
- (j) Is the shower curtain clean and free from mold?
- (k) Is the shower curtain free from rips and tears?
- (l) Is the commode clean and free of stains and rust?
- (m) Does the commode operate properly?
- (n) Do the tub/shower, commode and sink drain quickly?
- (o) Is the mirror clean?
- (p) Is the sink clean?
- (q) Is the counter top clean?
- (r) Does the sink stopper function properly?
- (s) Is the medicine cabinet clean inside and outside?
- (t) Is the medicine cabinet free from rust?
- (u) Are all the medicine cabinet shelves installed correctly?
- (v) Are all the previous resident's personal items removed?
- (w) Is the floor clean, free of scuffmarks and in good repair?
- (x) Are the light fixtures clean?
- (y) Do all the light bulbs work?



#### V. Check the walls and ceiling.

- (a) Is the plaster free from any cracks?
- (b) Is the plaster free from holes where pictures have been hung?
- (c) Are there any "bubbles" in the plaster, paint, or wall covering that might indicate leaks?
- (d) Are there tears in the wall covering?
- (e) Are there finger marks, soil or smudge marks?
- (f) Are the corners free of cobwebs?



## VI. Check the bedroom floors.

- (a) Has the carpet been well vacuumed (trash and grit removed)?
- (b) Is the floor clean under beds and other furniture?
- (c) Are all the edges of the room where molding and floor join, free from any build-up of dust?
- (d) Is the carpet free from tears?
- (e) Is the carpet free from burned spots or bleach stains?
- (f) Is the carpet free of spots that need to be removed with spot remover?
- (g) Is the carpet free from a mold odor?

## VII. Check the closet(s).

- (a) Is the floor clean?
- (b) Is the rod installed firmly?
- (c) Is the closet hook firmly mounted?
- (d) Is the closet free of previous resident's belongings?
- (e) Are drawers free of previous resident's belongings?
- (f) Have the inside of drawers been cleaned?
- (g) Is the closet door clean inside and outside?



## VIII. Check the room furnishings, fixtures and equipment.

- (a) Do all the light switches work properly?
- (b) Do all lamps switches work and are bulbs the correct wattage?
- (c) Are lamp bases, bulbs, and shades free from dust?
- (d) Is furniture clean and free of dust and scratches?
- (e) Are all drawers free of personnel belongings from the previous resident?
- (f) Have the inside of drawers been cleaned?
- (g) Have headboards and nightstands been dusted?
- (h) Are headboards straight?
- (i) Are all fixtures free from dust?
- (j) Are chairs clean (check underside of cushions and frame as well)?
- (k) Are handles solidly installed on all drawers?
- (l) Is the wastebasket clean, with appropriately sized liner inside?
- (m) Are the heating, ventilation and air conditioner working properly?
- (n) Is the air conditioner/heater (top, grill, and knobs) clean?
- (o) Is the closet door mirror clean?



**IX. Check window treatments.**

- (a) Are they installed properly?
- (b) Do the window treatments adjust easily?
- (c) Do they close properly?
- (d) Are the operating cords and rods functioning properly?
- (e) Are the window treatments clean and in good condition?

