

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**

**HILL AFB INSTRUCTION 32-6005  
14 MAY 2001**



**Civil Engineering**

**DORMITORY PROCEDURES AND  
INFORMATION FOR RESIDENTS**

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This instruction implements *AFPD 32-60, Housing*. This was developed to ensure all dormitory residents are familiar with the 75<sup>th</sup> Air Base Wing's (75 ABW) Dormitory Program. It outlines the duties and responsibilities of the dormitory manager, bay orderly, and occupants. It is necessary you become knowledgeable of this instruction and help to ensure the guidelines are enforced. Our goal is to provide a safe, healthy, and clean living environment. In the event questions/situations arise that are not addressed by this instruction, please bring them to the attention of the dormitory manager or your first sergeant. Any complaints of unequal treatment must be **immediately** referred to your first sergeant or commander. This instruction will be maintained in your dormitory room and be reviewed regularly to ensure compliance with its contents. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Maintain and dispose of records as a result of prescribed processes in accordance with *AFMAN 37-139, Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

This publication is substantially revised and must be completely reviewed. This revision changes paragraph 1.2. from The 75<sup>th</sup> Civil Engineering Group (75 CEG) to Housing Maintenance; changes paragraph 1.2.2. from 75 CEG Service Call Desk - 777-1856 to read "(including room lockout), call Housing Maintenance, 773-5963; changes paragraph 1.5. from "the 75 CEG Service Call Desk (777-1856)." to "Housing Maintenance, 773-5963; changes paragraph 2.1.2.1. from 0730 to 0800; changes paragraph 2.1.2.2. from 0700" to "0800; changes paragraph 2.2.1. to

include cigarette lighter fluid and toaster/roaster ovens; changes paragraph 2.2.2. to include complete frontal nudity and added "This rule also applies to personal computer screen savers;" changes paragraph 2.2.3. from "senior enlisted advisors" to "command chief master sergeants (CCM); Added paragraph 2.2.5; changes paragraph 2.4. from "senior enlisted advisors" to "CCMs", changes "Tuesday" to "Thursday" and changes "1300" to "1000;" added to paragraph 2.5.1. "Government furniture is provided to each resident and inventory is documented on *AF Form 228* at the time of room assignment. Government furniture will not be removed from the room by the dorm resident for any reason." Also added "are allowed but will be used in conjunction with issued government furniture; added to paragraph 2.5.2. "or equipment", "for any reason", "or equipment", "stolen or; deleted from paragraph 2.7. "If you are currently housed in a double occupancy room, please keep one wall locker and one wall unit empty. The extra bed must remain free and clear of all personal equipment, clothes, etc; added to paragraph 2.8. "Renters insurance is highly recommended;" changes paragraph 2.12. to "Supplies: Minimal cleaning supplies and equipment are available in the janitor/supply closet. It is the resident's responsibility to keep the room clean and to change out light bulbs and air filters as needed; Added to paragraph 2.15.3. "Machines are provided, at no cost, **for use by dorm residents only;**" and "Do not wash chemical training suits in these machines as the charcoal may cause damages to the unit. Chem suits may be cleaned, free of charge, by Linen Exchange located in building 356;" deleted from paragraph 2.17.1. "If you are assigned a room with a non-smoker;" changes paragraph 2.19. from "777-3467" to "777-3476" and adds "changing a flat tire or jump-starting a dead battery. You may clean and wax your vehicle in the dormitory parking lot;" and "**drive or;**" changes paragraph 2.19.4. from "*OO-ALC-HAFBR 125-4, Hill AFB Vehicle Traffic Regulation*" to "*AFI 31-204, Air Force Motor Vehicle Traffic Supervision, and local directives;*" deleted from paragraph 2.20. "As a dormitory resident, you may be responsible for mowing or edging as a detail of bay orderly. However; " changes paragraph 3.1. from "777-0236" to "777-3021;" deleted from paragraph 3.5. "including charcoal lighter fluid;" added to paragraph 3.6. "in or" and "Built in gas grills are available for resident use in all of the patio areas;" deleted from paragraph 3.7. "Cooking in the dorm room is prohibited except in microwaves;" added "Rice cookers and crock-pots are authorized but must be used on the *low* setting. Toasters may be used only in the kitchen/break area and must be cleaned regularly;" deleted from paragraph 3.9.3. "it;" changes paragraph 4. from "police" to "forces;" deleted from paragraph 4.2. "When having guests in your room you must take into consideration your roommate (if you have one). If your roommate is a shift worker and must get rest before reporting to work, the guest must leave. You may accompany your guest to the day room. The rights of the roommates must be respected;" changes paragraph 4.3. from "2" inches to "3" inches and added "**Exception: Decorative swords that are mounted to a wood base are allowed to be displayed in the dorm room.** Sportsman type items will be securely stored in your individual storage locker located outside of your dorm room." Also added "slingshots", "ammunition", and "other." Changes "registered with" to "stored in" and added "or off base;" changes paragraph 4.4. from "For emergencies" to "In case of emergency," and added "(or 777-1911 if using a cell phone);" added to paragraph 5.6. "during the appropriate season" and changes "the Motor Pool at 777-1843" to "Outdoor Recreation, 777-9666;" deleted from paragraph 6.3. "Agreements between roommates to share costs should be put into writing to avoid conflicts at a later date. Remember that the individual with their name on

the bill is ultimately responsible for any debts incurred ;” changes paragraph 6.4. from “TCI” to “the local cable company;” added to paragraph 7.2. “*in writing*;” added to paragraph 8.2. “In addition to the base wide BAH Authorization list, a separate BAH listing for each unit is maintained. In the event the base list does not provide vacancies where they are needed, authorizations will be made using the unit list.” Change “your” to “the” and change “or visit” to “in”. Added “weekly”, “Authorizations are”, and “rank and”. Change “when you have a date of rank change.” To “when your rank and date of rank changes; ” added to paragraph 8.3. “Upon termination of quarters, residents will also contact the Postal Service Center to close out their mailbox and identify a forwarding address on their locator card;” and updated phone numbers on Attachment 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) unit.

1.1. Initial Inspections. Upon room assignment, a dormitory manager will escort you to your room and make an initial inspection. At this time, the dormitory resident will identify all discrepancies with the room and furnishings, and document them on *AF Form 228, Furnishings Custody Receipt and Condition Report*.

1.2. Maintenance and Repair. Housing Maintenance has primary responsibility for ensuring maintenance to your room and dormitory is performed. If maintenance is needed on your quarters, follow these procedures:

1.2.1. During normal duty hours, contact your dormitory manager.

1.2.2. Non duty hours, emergency (including room lockout), call Housing Maintenance (773-5963).

1.2.3. Non duty hours, non-emergency, fill in discrepancy list on dormitory manager’s door.

1.3. Work Order Response Time:

1.3.1. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: A 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, gas, heat, water, sewage, or air-conditioning).

1.3.2. Urgent work orders are completed within five-workdays. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0800-1700. An example of an urgent work order is: Backed-up commode when there is another commode available.

1.3.3. Routine work orders are completed within 30-days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0800-1700. Some examples are: Minor faucet leaks, repair wall locker doors or shelving, repair interior walls, or repair any appearance item.

1.4. Insect Control. If needed, we will treat your room before you move in; however, we do expect you to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from your quarters 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 your control, call your dormitory manager.

1.5. Lockouts. If locked out, contact your dormitory manager in person during duty hours, (see Attachment 1 for phone numbers); if after duty hours or on weekends, contact the resident advisor (RA). If the RA is unavailable, contact Housing Maintenance, 773-5963. For lost keys, contact dormitory manager the next duty day. **NOTE:** Your dormitory manager keeps a master key to all rooms.

1.6. Appliances. Refrigerators 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 usage and care; if you experience any problems notify your dormitory manager immediately.

1.7. Privately Owned Appliances. If you own a refrigerator/microwave and wish to use it, make arrangements with your dormitory manager to have the government-furnished appliance removed. Ensure your *AF Form 228* is also adjusted to reflect any changes with your room furnishings.

**2. OCCUPANT RESPONSIBILITY DORMITORY STANDARDS AND POLICIES:** The dormitory is your home and we want you to be comfortable; however, there are basic rules that must be followed.

2.1. Bay Orderly Program: The purpose of a bay orderly program is to provide personnel to help maintain the dormitories' common areas (i.e., day rooms, hallways, outdoor areas, etc). All dormitory residents will perform bay orderly duties on a recurring basis. The dormitory manager will provide the Unit First Sergeant an updated bay orderly listing normally 30-days prior to it taking affect. The First Sergeant will ensure personnel assigned bay orderly duties are available for this duty. Any problems with personnel assigned bay orderly duties will be worked by the dormitory manager and first sergeant/commander.

2.1.1. The bay orderly works directly for the dormitory manager. They will not be allowed to take leave or compensatory time off when assigned bay orderly duties. Official appointments should be avoided; however, if scheduled the dormitory manager should be informed of the appointment date/time as soon as possible.

2.1.2. Bay orderly duty schedule:

2.1.2.1. Monday – Friday, duty hours 0800 – 1630, uniform requirement battle dress uniform (BDU).

2.1.2.2. Saturday, duty hours 0800 – 1100, uniform requirement BDUs (see note).

**NOTE:** The bay orderly may wear civilian clothing on Saturday when performing unsupervised duties; however, if additional work is required other than emptying garbage containers, the member will be required to wear BDUs.

2.2. Prohibitions:

2.2.1. Animals (except fish), automotive rebuilding parts and auto batteries, barbecue grills, burned candles or incense, cohabitation, flammable liquids (except cosmetic/cigarette lighter fluid), flammable room decorations hanging from ceiling, flammable paints, electrical timers, hot plates, toaster/roaster ovens, gambling, scuba tanks, open flames, sterno fuel, smoking in bed, multiple outlet extension cords, weapons (see paragraph 4.3.), live Christmas trees, unsealed foods, flammable pressurized gases. **NOTE:** Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. They must be labeled **UL** (Underwriters Laboratories Inc.) **LISTED**.

2.2.2. Pictures that openly display complete frontal nudity, male or female genitalia or depict or show sexual acts or profanity in either word or picture symbols will be considered unacceptable as room decorations. This rule also applies to personal computer screen savers.

2.2.3. What is considered profane or pornographic is based on individual perspective, but to ensure paragraph 2.2.2. is applied fairly to all residents' commanders, command chief master sergeants (CCM), and first sergeants will be the deciding factor as to what is acceptable and unacceptable.

2.2.4. Do not tape or affix separation/permanent change of station (PCS) orders to the door surface. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on door or on any furnishings.

2.2.5. Displays, symbols and literature related to extremist/hate groups are not allowed in the dorms. Likewise, attempting to recruit, organize or lead a group that espouses to discriminate against members based on race, color, national origin, sex or religion in the dormitories is incompatible with dormitory standards and Air Force policy.

2.3. Cleanliness. Dormitories will be maintained within Air Force standards as outlined in *AFI 32-6005, Unaccompanied Housing Management*, and this instruction.

2.4. Inspections. Commanders, CCMs, first sergeants, and dormitory managers will inspect dormitories to evaluate living/facility conditions. Scheduled inspections are on the ***third Thursday of each month at 1000***. However, no notice inspections can occur at any time. The following provides a more detailed breakdown of cleanliness standards.

2.4.1. Any unsecured locker is subject to inspection. Ensure items are arranged neatly.

2.4.2. Clean and vacuum floors weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture.

2.4.3. Any damage caused to carpets by misuse, abuse, burns, etc. may be chargeable to occupant. Carpets should be vacuumed and shampooed when needed. See your dormitory manager for use of a carpet shampoo machine or vacuum cleaner.

2.4.4. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls or furnishings as these cause damage upon removal. Use nail or "J" type hangers only and remove them prior to termination. Make sure doorstops are serviceable to prevent wall damage. Any holes/depressions in the walls must be repaired. If the holes are small (less than 3 inches), you may repair them, but any holes larger than three inches must be reported to the dormitory manager for repair. It is the occupant's responsibility to report any problems as soon as possible. Walls must be repaired/repainted as necessary, a minimum of one month prior to out-processing. Rooms painted in personalized colors or unusual patterns must be repainted one month prior to departure.

2.4.5. Clean hair from sink drain trap weekly. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to your dormitory manager 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.

2.4.6. Clean refrigerator interior weekly. Defrost the freezer once a month unless needed more frequently. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash off the metal strips on the inside of the door. Be sure that there is no food residue splattered on the inside. The seal around the edge of the door must be clean and without food particles, dust/dirt, mildew or mold. Dust off the wire framework in the rear of the refrigerator quarterly to improve cooling and extend the life of the unit. Be sure you clean around and under the refrigerator. While defrosting the freezer, ***do not use a sharp instrument to chip away ice and frost***. This practice may puncture the coils and make you liable for replacement.

2.4.7. If a microwave is purchased for private use, it must be kept clean. ***Do not leave a microwave unattended during use.***

2.4.8. The entire toilet/bathing area must be cared for due to the potential for bacteria growth. Clean the toilet 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 be no 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, have the dormitory manager get you a new one. Pay particular attention to the curtain wall, as it will mold quickly if allowed to remain damp for extended periods. Be sure the ceiling light is clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Be sure the entire ceiling is clean and has no build-up of mold/mildew. Clean the floor, to include behind the toilet and in the corners.

2.4.9. Clean linen will be used to cover beds, and the beds will be neatly made. Make up beds with a mattress cover, two sheets, a pillow, and pillowcase. Issue sheets and pillowcases will be taken to linen exchange weekly or cleaned by the occupant. A blanket and bedspread must cover the sheets. Take issue blankets and mattress covers to linen exchange monthly. You may elect to purchase and use your own bedding. All personal linen should be cleaned weekly.

2.4.10. The area under the bed may be used for storage of small items. However, they must be neatly arranged and the area is subject to inspection.

2.4.11. Clean inside and outside windows, channels, and windowsills once a month. Report damaged or missing screens to the dormitory manager. For security reasons, lock the windows when you leave the room.

2.4.12. Clean the door, frame, and sills above the door weekly. Doors must have a current occupant nametag. See your dormitory manager to have a new one made when you change rank.

2.4.13. Personal decorations must be neat, picture frames are not required; however, if pictures and posters are affixed to the walls, any damage caused must be repaired by the occupant one month prior to being released from responsibility for that room.

2.4.14. Any holes put in the walls to support shelves, pictures, or other wall decorations will be filled and painted prior to occupant being released from responsibility for that room.

2.4.15. Furniture must be clean and neatly arranged in your room. Items on top of tables, dressers and desks must be neat and dusted weekly. Lamps must be dusted weekly. Occupants sign for the furniture/equipment in their room on the *AF Form 228* and the form will be maintained in the dormitory manager's office. You are responsible for the furnishings you sign for, and will be held liable for loss or damages. If you are sharing a room, both residents will sign for all furnishings.

2.5. Furniture:

2.5.1. Government furniture is provided to each resident and inventory is documented on AF Form 228 at the time of room assignment. Government furniture will not be removed from the room by the dorm resident for any reason. Personal furnishings are allowed but will be used in conjunction with issued government furniture, must be in good and safe condition, and they must present a neat and acceptable appearance. Waterbeds are approved on a case-by-case basis; please coordinate with your dormitory manager prior to purchase of any personal furniture. Personal furniture must not interfere with passage in the rooms for fire fighting capabilities. If you buy your own bed, the Government Issue bed must be returned and set up prior to your room termination. Check with your dormitory manager prior to putting one in your room. Any damage caused by waterbeds will be considered occupant abuse. You must change your *AF Form 228* with your dormitory manager or be held liable for any missing furniture.

2.5.2. Dormitory residents are not allowed to remove any furniture or equipment from the dayrooms for any reason. If dayroom furnishings or equipment are stolen or damaged, dayrooms will be locked down pending investigation/repair. These rooms are for you; please help keep them clean and in good repair. If you see any misuse of government furniture, please notify the dormitory manager or 75<sup>th</sup> Security Forces Squadron (75 SFS), 777-3056, immediately.

2.6. Visitors. Guests are permitted in your room if the residents of the room agree. Your guests must be escorted while in the dormitory at all times, and you are responsible for their language, dress, courtesy, and conduct. See paragraph 4.2.

2.7. Room Assignment/Termination. Rooms are assigned according to space authorizations outlined in *AFI 32-6005, Unaccompanied Housing Management* and this publication. You are **not authorized** to move from your assigned quarters without the dormitory manager's approval. Normal rooms terminated will be coordinated through the dormitory manager to schedule a pre-inspection **NLT 30 days prior**. Short-notice separation/PCS etc. will be coordinated with the dormitory manager by the member's first sergeant. You will be advised of any clearance requirements, and you must have the room prepared for new occupants prior to final inspection. This includes removing all personal items. The room must be available immediately when a new person arrives to the base. **NOTE:** Damaged room walls will be repaired prior to occupant vacating the premises.

2.8. Security. Ensure all of your high cost items are secured when you are absent from the room. Bulky items such as televisions and stereos should be marked with your social security number or some method making them easy to identify. The Air Force will not pay claims on stolen items that are not secured. Your locker, window, and room must be locked when unoccupied. Renters insurance is highly recommended.

2.9. Room Exterior. Room numbers, nameplates, and approved message plates will be the only items mounted on your door. Profanity/lewd messages are not authorized on message boards.

**Decals, stickers or posters are not allowed on doors.** You are responsible for sweeping the ledge in front of your room.

2.10. Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. The individual using the facility will clean kitchen after each use. You are liable for any damage caused to the range and other appliances. **Do not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppages.** Avoid placing hot utensils on counter tops as this can cause permanent damage.

2.11. Insect Control. Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, contact your dormitory manager. You are responsible for protecting and arranging your furniture to allow proper application of insecticides by 75<sup>th</sup> Civil Engineer Group (75 CEG). Prior to terminating quarters, you must ensure quarters are free of all insects and rodents.

2.12. Supplies. Minimal cleaning supplies and equipment are available in the janitor/supply closet. It is the resident's responsibility to keep the room clean and to change out light bulbs and air filters as needed.

2.13. Leave/Extended Temporary Duty (TDY). If you will be leaving your quarters unoccupied for extended periods of time (over three days), you **must** make arrangements for security, prudent care, and periodic inspections of your quarters. Unit commanders and first sergeants may request the dormitory manager to periodically check rooms under these conditions. Inform your dormitory manager of your intended absence and provide the name of a person designated by you to have access to perform normal occupant maintenance. If you request, your dormitory manager may check on your quarters. Do not turn off your heat, ventilation, and air conditioning (HVAC) system during your absence.

2.14. Damage to Quarters. Damage to quarters beyond reasonable wear and tear is your responsibility. Repairs and replacements must meet Air Force standards. Your dormitory manager will provide a date your repairs or replacements are to be corrected. For damages not corrected within the time allowed, the Air Force may elect to make repairs and bill you. The Housing Division (75 CEG/CEH) can fully explain your options to repair or replace damaged items, or the methods of reimbursement to the government. Under federal law members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member, or the member's guests. **NOTE:** Residents are encouraged to purchase renter's insurance.

2.15. Energy Conservation: We need your assistance to conserve energy. Fewer dollars and rising utility costs require us to do everything possible to conserve energy. Keep exterior doors closed during heating and cooling periods. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building. **Do your part to conserve energy.**

2.15.1. Suggested thermostat setting for heat is 68F and for air conditioning is 78F.

2.15.2. An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods: 0900 to 1130 and 1400 to 1900. Do not leave television or radios on unattended. When you leave your room, unplug irons and turn off all appliances and lights.

2.15.3. Machines are provided, at no cost, **for use by dorm residents only**. Wash full loads of laundry to conserve energy. Do not over-load washers/dryers. Overloading can cause damage to the machine and clothing. Never place plastic articles, pens, or other markers in dryers. You must clean the dryer vent before you start the dryer. Do not wash chemical training suits in these machines as the charcoal may cause damages to the unit. Chem suits may be cleaned, free of charge, by Linen Exchange located in building 356. The dormitory occupant is liable for items missing if the facility is left unattended. Contact your dormitory manager if you have a problem.

2.16. Environment. Trash, engine oils, engine coolants, car grease, and other similar products **must not** be poured into plumbing, drainage system or on the ground. Automotive tires and batteries are to be properly disposed of through recycling programs.

2.17. Smoking and Drinking:

2.17.1. Smoking in bed is **absolutely prohibited**. Any smoking material will be thoroughly soaked with water before being discarded. Smoking is not allowed in common areas: dayrooms, hallways, stairwells, laundry rooms, and bathrooms. **The non-smoker's rights take precedence.**

2.17.2. Legal age for consuming alcohol in Utah is 21. This legal requirement is strictly enforced so if you are under the age of 21, alcohol is prohibited – **No exceptions, it's the law.**

2.18. Bicycles. Bicycles are not to be kept in double occupancy rooms unless both occupants agree. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged, picked up by 75 SFS, and disposed of in accordance with established Air Force guidance.

2.19. Vehicles. Repairs of vehicles are not authorized in the dormitory areas or parking lots. Vehicle work shall be done in the Auto Hobby Shop, telephone number 777-3476. Authorized minor work consists of changing a flat tire or jump-starting a dead battery. You may clean and wax your vehicle in the dormitory parking lot; however, no cleaning/washing of vehicles will be done on sidewalks, grass, or seeded areas. **Do not drive or park on seeded areas.** The following are prohibited in dormitory areas and parking lots:

2.19.1. Oil, transmission, radiator, or other coolant/lubricant changes or servicing.

2.19.2. Vehicles which appear to be inoperative, have expired or no registration, or are not registered on base.

2.19.3. Miscellaneous vehicle parts, pieces, or components (i.e., tires, wheels, truck bed liners, shells, etc.).

2.19.4. 75 SFS will remove suspect vehicles and other prohibited items according to *AFI 31-204, Air Force Motor Vehicle Traffic Supervision*, and local directives.

2.19.5. The speed limit in **all** parking lots is 10 miles per hour.

2.20. Ground Care. You're responsible for keeping the grounds around your facility clean. When you see something lying on the ground, please pick it up and dispose of it properly.

2.21. Trash Collection and Disposal. Place your room trash/garbage in the outside dumpsters. Exterior garbage cans are provided and are used for minor trash/litter--not room trash. Your personal dayroom garbage is to be taken to the dumpster or thrown out with your room trash. **Do not place trash in hallways, on balconies, or stairwells.**

### 3. FIRE PROTECTION:

3.1. Fire Evacuation Plan. A dormitory fire evacuation plan shows both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct/impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. The plan can be found on your dormitory bulletin board. Any questions on fire prevention should be directed to the Fire Protection Division (75 CEG/CEF) at 777-3021.

3.2. Fire Extinguishers. Fire extinguishers are located throughout your dormitory. The fire extinguishers are for fire fighting, not for horseplay. Notify your dormitory manager if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3. Smoke Detectors. All occupants must evacuate the dormitory if the alarm sounds. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). **Do not remove smoke detectors for any reason.** Notify your dormitory manager or if after hours call the 75 CEG Service Call Desk at 777-1856 if you identify any problems with the detector. Articles will not be mounted on, or attached to, any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18-inches from light fixtures, heat or smoke detectors, and heating appliances.

3.4. Fire Reporting. If a fire occurs in your dormitory, notify the base Fire Department at 911, immediately. Give the fire alarm operator your name, dormitory number, and street, if known. Do not hang up until you are told to do so. All fires must be reported.

3.5. Flammable Storage. Flammable items will not be stored in the dormitory. Examples of items prohibited are fireworks, gasoline, kerosene, candles (with wicks that have been burnt), incense, or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, or cosmetics (nail polish or polish remover). All others must be stored outside in the flammable storage locker. See your dormitory manager for access to the locker. ***Remember -- storage of flammable items is prohibited.***

3.6. Barbecue grills. Portable grills are prohibited for use in or around the dormitories. Built in gas grills are available for resident use in all of the patio areas. Damage from barbecue grills or grease drippings is considered the occupant's responsibility for repair or cleanup.

3.7. Cooking Appliances. Appliances authorized for use in dormitory rooms are coffee pots, hot air popcorn poppers, and microwave ovens. Rice cookers and crock-pots are authorized but must be used on the ***low*** setting. Toasters may be used only in the kitchen/break area and must be cleaned regularly. If you are in a dormitory kitchen area, 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. ***Never use water - don't attempt to move the pan.*** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. ***Items such as hot plates, toaster ovens, and convection ovens are not permitted for use in the dormitory.***

3.8. Extension Cords. Extension cords must be of continuous length without splices and have the **UL** seal of approval. Extension cords represent a tripping hazard, have all cords 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. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters. Extension cords will not run across the floor or be taped to the carpet.

3.9. Housekeeping:

3.9.1. Heat producing devices such as coffee pots, hot air popcorn poppers, irons, hair dryers, space heaters, and curling irons must be unplugged when not in use.

3.9.2. Prevent trash from accumulating in your room. Smoking material will not be discarded in waste containers. Ashtrays will be emptied prior to vacating your room or premises.

3.9.3. You must take trash to the dumpsters every day. It is not to be left outside your door or put in the dayroom.

3.9.4. Large boxes and luggage will be stored in storage rooms, not in personal rooms.

**4. SECURITY FORCES:** The installation commander is responsible for the control and safeguarding of all base property. The 75 SFS accomplishes patrolling of the dormitory area on a

routine basis and when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the security forces at ext. 777-3056.

4.1. Vehicles/Parking. All vehicles must be registered on base and have current state registration. Inoperative vehicles must be removed within 7 days to a suitable storage location. Parking is prohibited on grass, seeded, or dirt areas. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas, and not under gazebos, under dormitory staircases, or on sidewalks. When TDY or leave for over 3 days, notify the dormitory manager. (See paragraph 2.19., 5.5., and 5.6.).

4.2. Visitors. Room residents may have visitors/guests of either sex, but must remain with them during their visit to the dormitory. Visitation in the dormitories is a privilege and may be revoked if abused. ***Also keep in mind that if you have guests, you are responsible for the guest's actions while in our dormitories.*** If your visitors are not military and are on base as your guest, you are responsible for their actions the entire time they are on base. Minors (17 and under) are not permitted in or around the dormitories at any time, unless they are escorted by their parent or legal guardian. Anyone who abuses the visitation policy will have privileges revoked until further notice. ***Guests are not permitted to sleep in the dormitory.***

4.3. Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are ***prohibited*** in the dormitory. Local laws and military regulations govern registration, possession, and storage of privately owned weapons. No weapons of any type, including knives with blades longer than three inches, will be stored or displayed in the room. **Exception: Decorative swords that are mounted to a wood base are allowed to be displayed in the dorm room.** Sportsman type items will be stored in your individual storage locker located outside your dorm room. This includes bows and arrows, slingshots, martial arts weapons, paintball guns and paintball ammo. All other types of guns designed to propel a missile (BB, pellet, bullet, etc.) whether by air, gas, or other means, are ***prohibited***. Items such as mace, pepper sprays, and stun guns are ***prohibited***. All firearms must be stored in the Armory (75 SFS/SFTAA) or off base. For information on storage of firearms, contact the 75 SFS at ext. 777-7916.

4.4. Crime Stop. Be on the watch for and promptly report vandalism to the 75 SFS at 777-3056. In case of emergency, dial 911 (or 777-1911 if using a cell phone) for fast response to report a crime in progress.

## 5. GOOD NEIGHBOR POLICIES:

5.1. Occupant Courtesy. It is not easy for 100 or more people to live together in close quarters. Courtesy goes a long way in helping reduce tension among dormitory residents.

5.2. Noise Control. If stereo or other noise can be heard outside the room or through the walls, it's too loud. Excessive noise is the primary complaint received by security forces. Many Air Force people work shifts and are sleeping during the day -- ***please be considerate.*** Don't assume

that your neighbors enjoy the same type of music or television programs you do -- keep the volume down; excessive stereo and television volume is very disruptive.

5.3. Parties/Social Gatherings. Parties and other social gatherings are permitted; however, they must be coordinated with dormitory manager/first sergeant prior to the event. Take into consideration that other dormitory residents may be asleep. Please clean up after yourself. Do not rearrange or remove dayroom furniture from the dayroom. Dispose of your trash properly. Please keep the noise down to a level that will not disturb those around you or the other residents. Remember the Enlisted Club and Thornton Community Center are available for parties.

5.4. Pets. The only pets allowed in the dormitories are fish. Aquariums are limited to a 35-gallon aquarium per person in double occupancy rooms and no more than two aquariums in a single room. The occupant further understands that any damage caused to the unit by a pet is their responsibility. The cleaning of deer or any other animals is *prohibited* in the dormitory area.

5.5. Parking. There is very little parking space allocated in the dormitory area. Be reasonable and considerate; talk to your neighbor when problems or misunderstandings occur. Do not park on the grass, sidewalks, or fire lanes. (See paragraph 2.19., 4.1., and 5.6.).

5.6. Recreation Vehicles. Storage of recreational vehicles in dormitory areas is not authorized. Seasonal equipment is OK during the appropriate season, but must be coordinated with the dormitory manager. This includes motorcycle trailers, jet skis, wave-runners, boats, etc. Contact Outdoor Recreation at 777-9666 to arrange for storage. Space will be assigned on a first come first served basis. If space is not available, off base storage must be arranged. (See paragraph 2.19., 4.1., and 5.5.).

## **6. HILL AFB SPECIFIC TOPICS:**

6.1. Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Any such enterprise must be approved in writing by the 75 ABW through the 75 CEG/CEH. *Signs for advertising business are prohibited in the dormitory areas.*

6.2. Solicitation in Dormitory Housing. All forms of solicitation are *prohibited* in the dormitories. Report solicitors to the 75 SFS at 777-3056 immediately.

6.3. Telephones. Room phones can be obtained at your own expense.

6.4. Cable Television. Satellite dishes are not authorized in unaccompanied Military Housing. Cable television can be obtained by calling the local cable company at 444-4825.

## **7. SELF-HELP WORK:**

7.1. Requesting Self-Help Work. Self-help work in military dormitories must be relatively simple and is 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*, and coordination as directed by the dormitory manager. ***No work will be accomplished until this procedure has been followed and approval received.***

7.2. Painting Interior Walls. While you are living in the dormitory, you may paint your room. This requires an approval before accomplishing. Your dormitory manager will inspect before and after painting. Government furnished paint is available at the Self-Help Center, 777-1244. Any other color used is at occupant's expense, and must be returned to original colors (at your expense) and condition prior to termination the room, or the room must be accepted ***in writing*** as is by the new occupant.

7.3. Disposition of Improvements. Self-help improvements may be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, your area must be restored to its original configuration.

## **8. TERMINATION OF UH:**

8.1. Giving Notice. Orders are not required to set up termination inspections; however, 30 days notice is required of your projected vacating date (except short notice PCS or administrative separations). The dormitory manager will schedule your final inspections. If you need a substitute to stand final inspection, notify the dormitory manager and notify the Staff Judge Advocate (OO-ALC/JA) for Power of Attorney. ***NOTE:*** The responsibility for final clearance of UH rests solely with the occupant.

8.2. BAH List. The Basic Allowance for Housing waiting list is maintained in dormitory 523. In addition to the base wide BAH Authorization list, a separate BAH listing for each unit is maintained. In the event the base list does not provide vacancies where they are needed, authorizations will be made using the unit list. If you're interested in signing up, see the dormitory manager in dormitory 523. The list is updated weekly. Authorizations are based on a person's rank and date of rank. Therefore, it is very ***important*** for you to keep the dormitory manager informed when your rank and date of rank changes.

8.3. Final Inspection. The occupant is responsible for accomplishing cleaning tasks outlined in this instruction and as directed by the dormitory manager prior to turning over the room. Furthermore, residents must schedule a room pre-inspection 30 days prior to their final room inspection. Upon termination of quarters, residents will also contact the Postal Service Center to close out their mailbox and identify a forwarding address on their locator card.

BRADLEY K. HIGGINBOTHAM, Colonel  
Commander, 75<sup>th</sup> Air Base Wing

Attachments

1. Glossary of References and Supporting Information
2. Key Telephone Numbers and Dormitory Managers Office Phone Numbers.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 31-204, Air Force Motor Vehicle Traffic Supervision

AFI 32-6005, Unaccompanied Housing Management

*Abbreviations and Acronyms*

BAH	Basic Allowance for Housing
BDU	Battle Dress Uniform
CCM	Command Chief Master Sergeant
HVAC	Heating, Ventilation and Air Conditioning
PCS	Permanent Change of Station
RA	Resident Advisor
TDY	Temporary Duty
UCMJ	Uniform Code of Military Justice
UH	Unaccompanied Housing
UL	Underwriters Laboratories, Inc.

**Attachment 2****KEY TELEPHONE NUMBERS**

Ambulance	911 or 777-1911 from cell phone
Fire Dept. (Fire Reporting)	911
Security Forces	911
Crime Stop	900 or 777-3056
Housing Division	777-2963
CE Service Call	777-1856
Housing Maintenance	773-5963
Postal Service Center	777-2509

**DORMITORY MANAGERS OFFICE PHONE NUMBERS**

Dormitories: 300 series	777-0746
Dormitories: 500 series	777-3029
Furnishings Management (Dorm 523)	777-2460
Unaccompanied Housing Manager	775-3829