

# THE WHITE BOOK

## CHAPTER 5

### Barracks

## SECTION 4: Room Arrangement

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I. **Organization.** The Command Sergeant Major, in conjunction with the Battalion TACS, is the proponent for policies on room arrangement and for this section of the White Book.

II. **Functions.** This section provides procedures for arrangement of the:

- A. Sink
- B. Medicine Cabinet
- C. Desk
- D. Bed
- E. Half Press
- F. Full Press
- G. Room (General)
- H. Placement of Name Stickers
- I. Company Supply Closets

III. **Procedures.** The following room standards are applicable to each cadet's room. Cadets will arrange, display, and/or store all initial issue items in accordance with the below.

A. Other than a few specified items, listed below, there is NO difference between an MRI and SMI. Unless directed otherwise, rooms will be presented for an inspection as described below.

For an MRI

1. Egg crate mattress foam must be rolled and placed neatly at the foot of the bed.
2. Lock box is closed and locked, all drawers pushed in and flush, items inside of drawers are not required to be inspection ready but should be displayed in a neat and orderly manner.
3. Blinds do not have to be pulled all the way up.
4. Trash can/recycle can will be empty of trash daily.

For an SMI

1. Water filter not authorized. Must be removed.
2. Sink and faucet must be dry and clean.
3. Egg crate mattress foam must be removed from the room.
4. If cadet is present for the SMI. Lock box is open, lock is locked, zeroed and placed at the bottom right corner of the half press, flush with the edge. Drawers will be staggered from top to bottom in a descending order.
5. If cadet is not present for the SMI. Lock box is closed and locked, all drawers are pushed in and flush. All items inside drawers are subject to inspection and must be displayed IAW Section F of this chapter.
6. Trash can/recycle can must be scrubbed clean of food, dirt, debris, etc. and lined with white paper.
7. Approved flags must be taken down.
8. Dehumidifier will be running, filter of dehumidifier will be clean, and water receptacle will be empty.

**B. SINK**

1. Items under sink should be stored neatly in **DESCENDING** height order from **LEFT to RIGHT**. See Figure 5.4.1.
2. White paper on shelves under sink.
3. Water filters not authorized during an SMI. Must be removed prior to inspection.
4. Sink and faucet clean/dry.
5. Towel **AND** washcloth on rack:
  - a. One-fold in each item. Cutting edge of fold facing into the room. (**Note: one fold might require slight overlap of towel and washcloth, which is acceptable**). See Figure 5.4.2
  - b. Washcloth in front of towel.



Figure 5.4.1

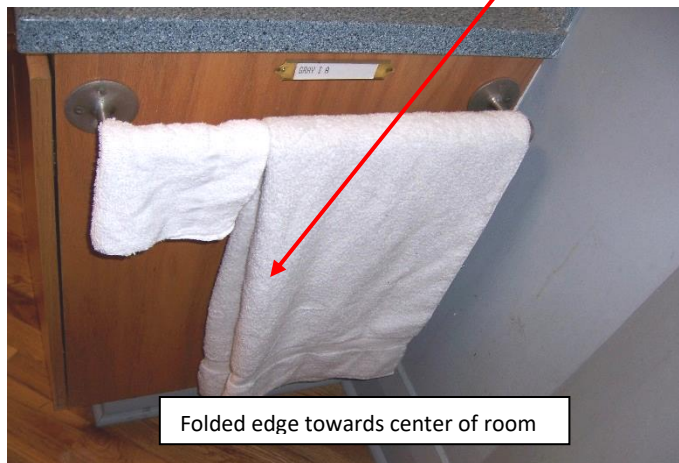


Figure 5.4.2

Descending height order from left to right

**C. MEDICINE CABINET** – See Figure 5.4.3

1. Metal surfaces and mirror cleaned.
2. Articles in **DESCENDING** height order from **LEFT to RIGHT**.
3. Shelf liner (white paper) on each shelf.

Figure 5.4.3

C-1. **MEDICINE CABINET**

1. Metal surfaces and mirror cleaned.
2. As the mirror slides **RIGHT** to **LEFT**, articles placed in **DESCENDING** height order from **RIGHT** to **LEFT**. See Figure 5.4.4. As the mirror slides **LEFT** to **RIGHT**, articles placed in **DESCENDING** height order from **LEFT** to **RIGHT**. See Figure 5.4.5.

3. Shelf liner (white paper) on each shelf.



Figure 5.4.4



Figure 5.4.5

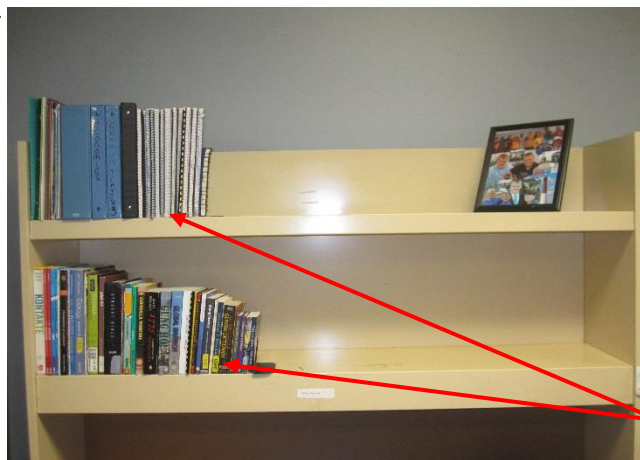
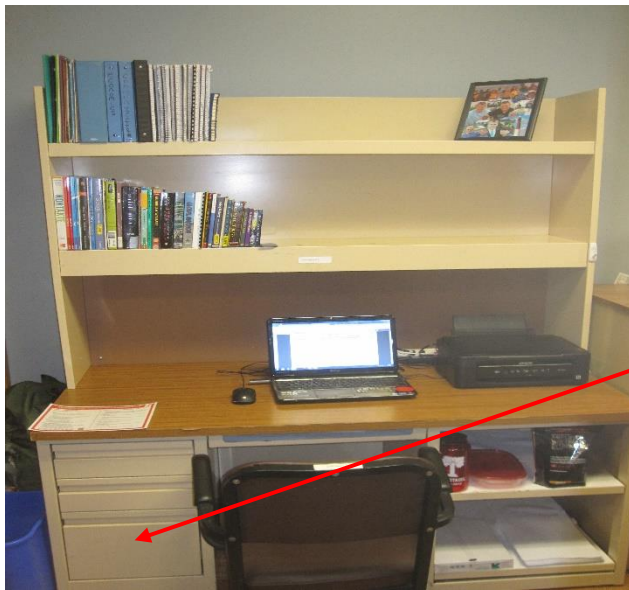


Figure 5.4.6

D. **DESK**

1. **SHELVES** organized in **DESCENDING** height order from **LEFT** to **RIGHT** (flush with front edge). See Figure 5.4.6
  - a. Shelves (following order)
    - 1) Oversized books
    - 2) Binders
    - 3) Spiral notebooks
    - 4) Up to two personal items per shelf- (e.g. framed picture, knick-knack, memento) each no larger than the size of a shako.
2. **SURFACE** of the desk may have the following items on it (optional). See Figure 5.4.7
  - a. Clock
  - b. Lamp
  - c. Computer w/components.

- d. Items listed above **MUST** be displayed to present a neat, orderly, and professional appearance.



Weight gain, dietary, or nutrition supplements, vitamins, and/or minerals contain in bottom drawer

Figure 5.4.7

### 3. CORK BOARDS

- No clutter.
- Items posted on corkboard neatly displayed.
- Items placed on corkboard are to be in good taste and not detrimental to good order and discipline.
- No personal stickers or magnetic items are to be displayed anywhere other than the corkboards.

### 4. DRAWERS

- Lined with white paper (including sliding shelves and keyboard drawer).
- Contents organized.
- Weight gain, dietary, or nutrition supplements, vitamins, and/or minerals are contained neatly in the bottom drawer of the desk. See Figure 5.4.7

### 5. CHAIRS

- Only Citadel-issued chairs allowed with the exception of TAC-approved chair for CO's and XO's.
- Tennis balls not authorized on the legs of chairs.

## E. **BED.** Made/displayed daily as described below.

- Bottom white sheet - Four mitered or "hospital" corners.
- Top white sheet - Forms six-inch collar w/Citadel bedspread at base of pillow. See Figure 5.4.8
- Pillow centered both horizontally and vertically from folded-edge of the six-inch collar. The top of the pillow is flush with the top of the mattress. Open end of pillowcase facing the wall. Opening flap of pillowcase folded under the pillow. See Figure 5.4.9
- Bottom corners of sheet and bedspread are mitered. See Figure 5.4.10
- Name sticker placed on horizontal frame below respective cadet's pillow. Sticker is 12 inches from outer edge of bedpost.
- Oxford shoes placed below name sticker with toes of SHINED shoes flush with front face of the bed frame. Cadet's w/additional pair of Oxford shoes will place the second pair with the toes of SHINED shoes flush with front face of the bed frame and directly to the right/left of the first pair. Tie and tuck laces of shoes inside the shoe. See Figure 5.4.10
  - Max of (1) laundry bag per cadet hung on bedpost only.



- b. Dirty clothes only (no trash, contraband, etc.).
- c. Egg crate mattress foam must be rolled and placed neatly at the foot of the bed for MRI's. Egg crate mattress must be removed from the room for SMI's.

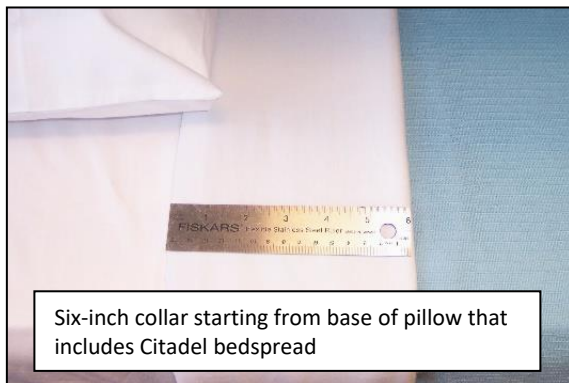


Figure 5.4.8



Figure 5.4.9

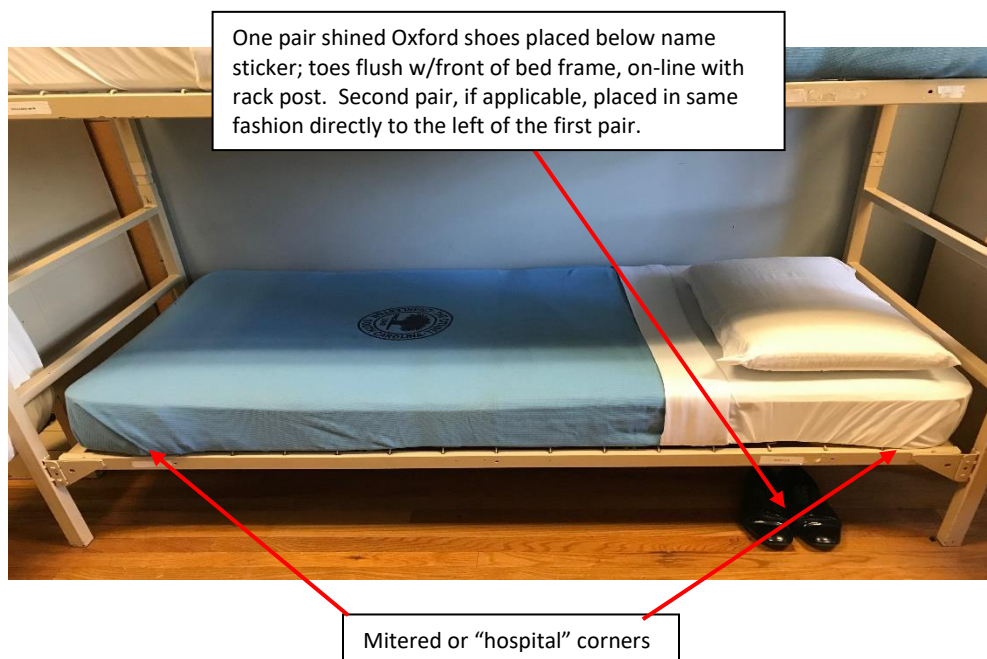


Figure 5.4.10

F. **HALF PRESS.** All initial issue items should be serviceable and displayed/arranged in the order described below.

1. **Four Drawers.** For inspections, all drawers lined with white paper.

a. **Top Drawer/Lock Box:** See Figure 5.4.11

- 1) Personal items arranged on the left, military items on right; neatly organized.
- 2) White gloves on top of black gloves, stacked underneath on military side of drawer, along with brass and handkerchief.



Figure 5.4.11



Figure 5.4.12

b. Second Drawer (MALE): See Figure 5.4.12

- 1) Top left: white t-shirts folded and stacked.
- 2) Top middle: Citadel PT/Cadre t-shirts folded and stacked.
- 3) Top right: White ankle socks folded and placed with smile up (as shown).
- 4) Bottom left: (L-R) Undergarments folded and stacked; compression shorts folded and stacked.
- 5) Bottom middle: Citadel PT shorts folded and stacked (as shown).
- 6) Bottom right: black dress socks folded and placed with smile up (as shown).

c. Second Drawer (FEMALE): See Figure 5.4.13

- 1) Top left: white t-shirts folded and stacked.
- 2) Top middle: Citadel PT/Cadre t-shirts folded and stacked.
- 3) Top right: White ankle socks folded and placed with smile up (as shown).
- 4) Bottom left: (L-R) Undergarments folded and stacked (including bras).
- 5) Bottom middle: Citadel PT shorts folded and stacked (as shown).
- 6) Bottom right: black dress socks folded and placed with smile up (as shown).



Figure 5.4.13

c. Third Drawer: See Figure 5.4.14

- 1) Top Left: Duty shirts folded and stacked.
  - 2) Bottom Left: Summer Leave shirts folded and stacked.
  - 3) Bottom Right: Duty trousers folded to length of the drawer (buttoned w/button side up) and stacked.
- White dress trousers placed beneath duty trousers.



Figure 5.4.14

d. Fourth Drawer: See Figure 5.4.15

1) Top left: Towels folded/stacked with washcloth, pillowcase, sheets, and laundry bag stacked beneath.

2) Bottom left (L-R): Citadel Spirit/extracurricular t-shirts (Summerall Guard, JSA, etc.) folded and stacked.

Tan ACU shirts folded and stacked (as shown).

3) Right: ROTC uniform folded to length of the drawer: blouses folded horizontally with sleeves tucked and placed beneath trousers.

4) Citadel PT long sleeve shirt, sweat top & sweat bottoms folded w/Citadel logo facing up, placed beneath ROTC uniform.

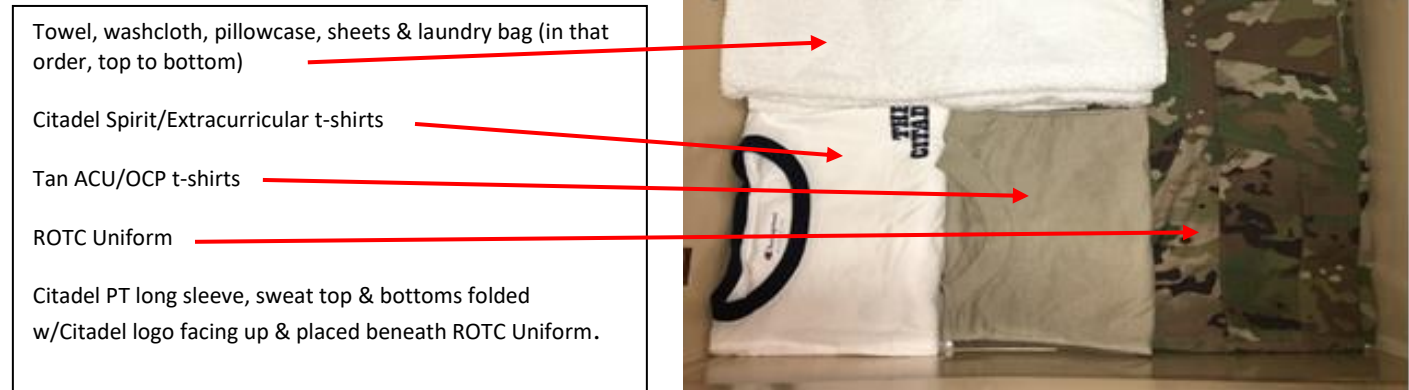


Figure 5.4.15

2. **Five Drawers.** Those with a Five Drawer Half Press will arrange the fourth and fifth drawers as described below:

a. Fourth Drawer: See Figure 5.4.16

1) From left to right and top to bottom: Towels and washcloth neatly folded; sheets and pillowcase folded neatly and stacked; laundry bags folded neatly and stacked.



Figure 5.4.16



b. **Fifth Drawer:** See Figure 5.4.17

- 1) Bottom left (L-R): Citadel Spirit/extracurricular t-shirts (Summerall Guard, JSA, etc.) folded and stacked.
- 2) Tan ACU shirts folded and stacked (as shown).
- 3) Right: ROTC uniform folded to length of the drawer; blouses folded horizontally with sleeves tucked and placed beneath trousers.
- 4) Citadel PT long sleeve shirt, sweat top & sweat bottoms folded w/Citadel logo facing up, placed horizontally at the top left of the drawer.

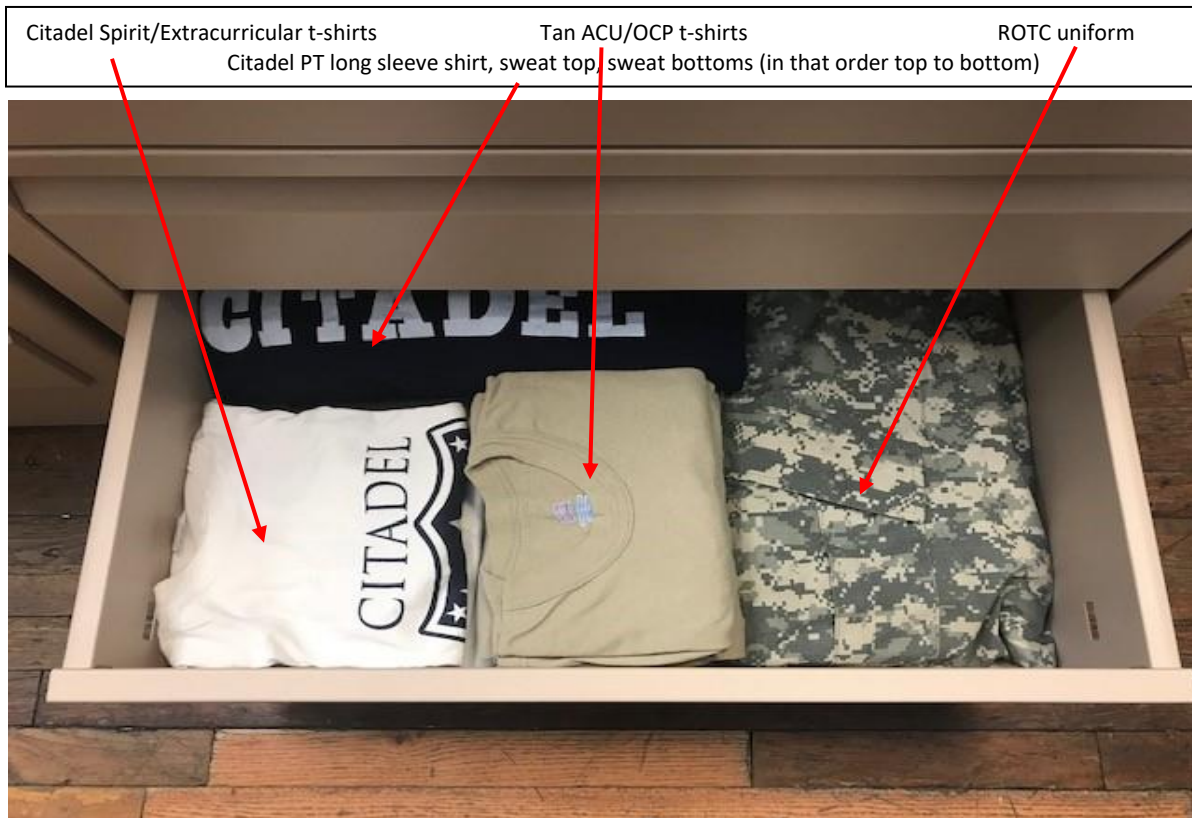


Figure 5.4.17

3. **Surface:**

- a. One authorized appliance (e.g. small fan, coffee pot/maker, iron, deodorizer, etc.) per half press (except for TV components, e.g. antennas, DVD player, video game system may be on same half press as TV).

G. **FULL PRESS.** All initial issue items should be serviceable and displayed/arranged in the order described below.

1. **Top.** Military rucksack and/or overnight bag/suitcase (no larger than half the width of full press).

See Figure 5.4.18

2. **Top Shelf (L-R):**

- a. Citadel blanket rolled to a width of approx. 16" with the '1842' showing forward; flush with front of full press. One additional blanket and/or a mattress cover may be folded and placed neatly beneath the Citadel blanket. Mattress cover will be placed on top of additional blanket if both are displayed.
- b. Black Service Cap (rain cover inside) in front of White Service Cap and flush with front of full press.
- c. Garrison Cap in front of shako.
- d. All brass shined, no blitzed/modified brass allowed.
- e. Name sticker centered on front of shelf.
- f. Military-issued dress covers, if applicable, placed behind Citadel blanket in their protective box.

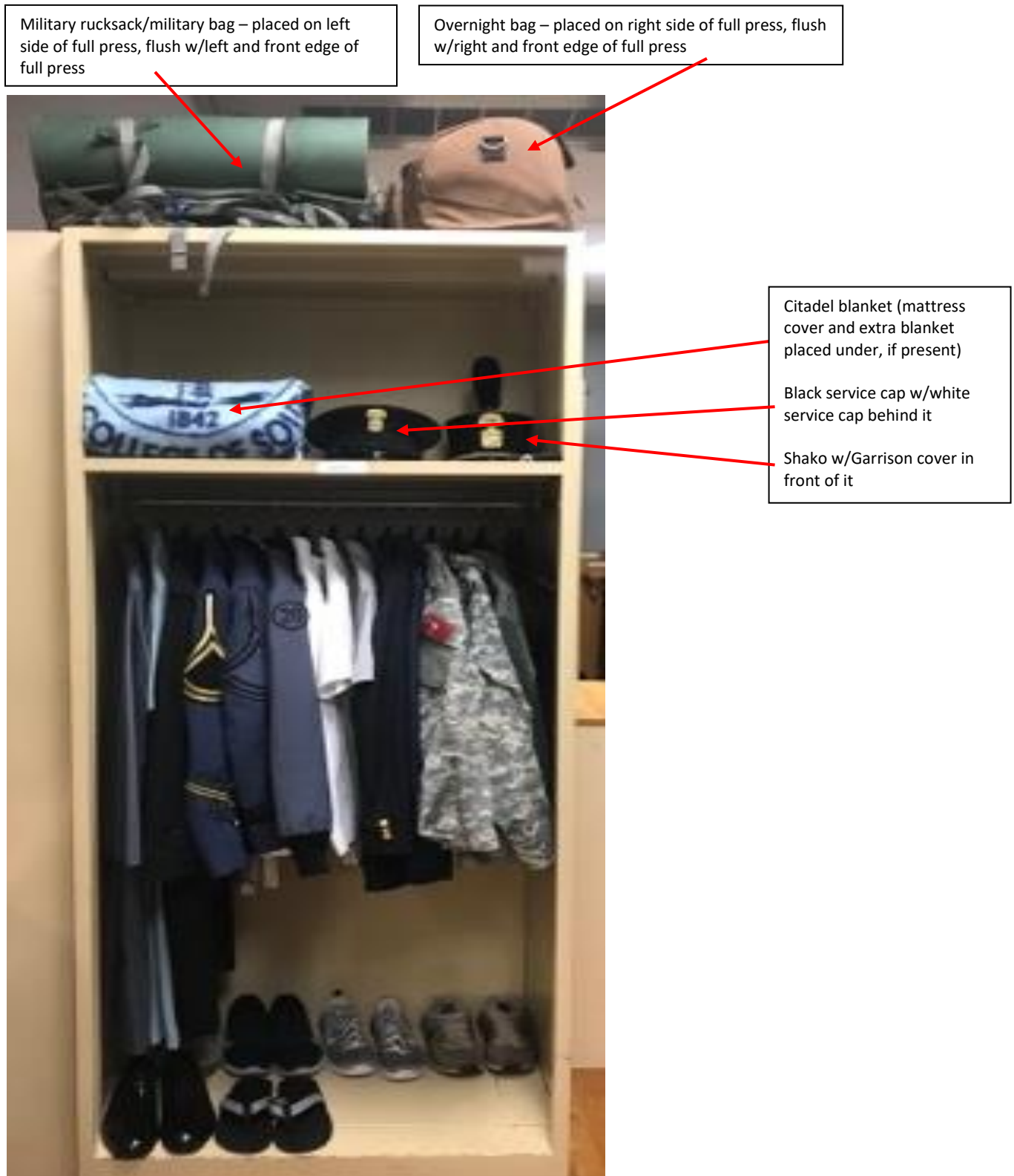


Figure 5.4.18

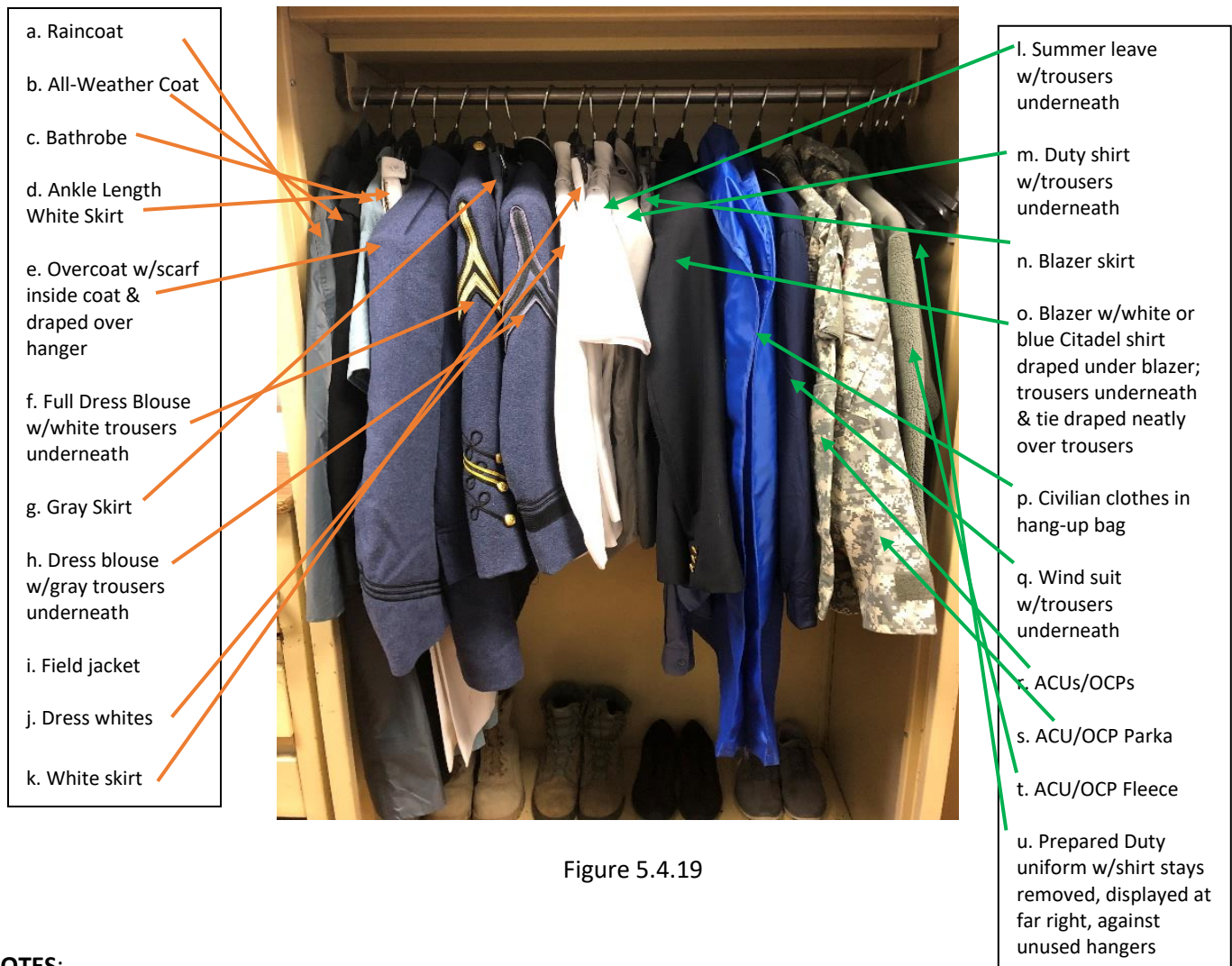
1. **Hanging Space (L-R):** See Figure 5.4.19

Figure 5.4.19

**NOTES:**

- Ties neatly placed in top drawer of half press
- Buttons buttoned
- **NO COLLARS OR CUFFS** in hanging items
- Made duty will face in same direction as all uniforms (buttons face to the right). Insignia may stay on made duty; shirt stays removed
- Nametapes and all related ACU patches may be affixed to the ACU blouse while hanging in full press
- For dress whites, "S.C." in place on collar and dress white buttons shined and buttoned
- Military uniforms (other than aforementioned ACUs/OCP's) and/or additional white or blue Citadel shirts hung in garment bag
- Only black hangers sold in Cadet Store authorized for use. Hangers evenly spaced, face in same direction as uniforms (right), and unused hangers - pushed to the right of made duty.
- Female cadets authorized to use skirt hangers, one per skirt, when hanging skirts in the full press.

2. **BOTTOM (L-R in DESCENDING height order):** See Figure 5.4.20



- Boots
- Athletic Shoes
- Dress Shoes
- Shower Shoes
- (Other authorized footwear)
- 2-Rows if necessary

All laces tied & tucked into the boot or shoe; shoes shined

Figure 5.4.20



**H. ROOM GENERAL**

1. All items in room dusted.
2. Floors cleaned (no pledge), and baseboards dusted.
3. Window and transom window cleaned and windowsills dusted.
4. Blinds dusted and pulled all the way up (SMI ONLY).
5. Metal threshold to room is to be cleaned and adjacent gallery clean.
6. Ironing boards, military bags/equipment placed neatly by rifle rack (military items can be stored under rack or on top of full press).
7. Rifle rack locks locked and zeroed out, with no paper lining.
8. All Work Order items in rooms identified with a 3 x 5 in card w/Work Order # and date Work Order requested, on card.

9. Refrigerators NOT authorized. **In rare instances, The Citadel Surgeon can authorize electric coolers (max. 40-quart capacity) for medical reasons.**

10. Coolers (no larger than 6-pack size) placed on top of full press.
11. Small fans (no larger than 10 x 13) placed on half press or under the rack.
12. ACU/OCP cover, knob cover, camelbacks, knob bags, and PT belts authorized to be on hooks on back of hatch. See Figure 5.4.21.
13. Trash can and recycle can scrubbed free of dirt, debris, soil and lined with white paper for SMI. Trash can and recycle can will be free of trash daily.
14. All appliances turned off when room unoccupied and during SMI (with exception of clocks and dehumidifier).
15. Small sports equipment may be stored neatly in an area of the room that does not cause clutter or impede safe passage to the door. The gear itself is not INSPECTABLE but the area around where gear is stored is INSPECTABLE.
16. Excess military gear (FLC, Kevlar, etc.) may be stored neatly on top of Full Press with straps cinched down and belt wrapped around military pack. Kevlar will rest neatly on top of the military pack/gear.
17. The flags of the United States, United States Army, United States Navy, United States Air Force, United States Marine Corps, and United States Coast Guard, as well as 'Big Red', are authorized to be displayed in cadet rooms with the below stipulations:
  - a. Flags cannot be larger than 3 feet x 5 feet in size.
  - b. Only one flag displayed per room.
  - c. Flag may be displayed on wall that runs the length of the room only.
  - d. Flag may not cover the window.
  - e. No holes, damage or adhesive residue will be left on wall.
  - f. Flags must be taken down for Saturday Morning Inspections.
  - g. Only approved flags may be displayed.
18. **No item(s) (e.g. framed pictures, hangers for ties, calendars, flags, etc.) other than those designated in the White Book, will be hung on walls, displayed in cadet rooms, or on room furniture.**
19. C4/C5 cadets may arrange their room any way they choose as long as it complies with all safety requirements and there is at least a 36-inch path clear to the door. All C3 and below MUST adhere to one of the four prescribed room arrangements provided herein.
20. Televisions - Only C4/C5 cadets allowed one television up to 32 inches per room.
21. Dehumidifiers – Clean air filter every two weeks. Dust surface of dehumidifier with a soft cloth weekly. Empty and rinse the inside of the water bucket with a mild detergent to avoid mold, mildew, and/or bacteria.
22. **Cadets will keep their textbooks, uniforms, and clothing in their barracks room and will NOT store them in athletic buildings, gym lockers, or vehicles.**
23. Items NOT allowed:
  - a. Electrical cooking equipment.
  - b. Folding chairs.
  - c. Large sport items (watersport equipment, bikes, golf clubs, etc.)
  - d. Candle(s), items with an open flame.



Figure 5.4.21

**24. Cadets may not possess/use tobacco, smoke, use e-cigarettes or smokeless tobacco on campus (Blue Book 1.9.1.1)**

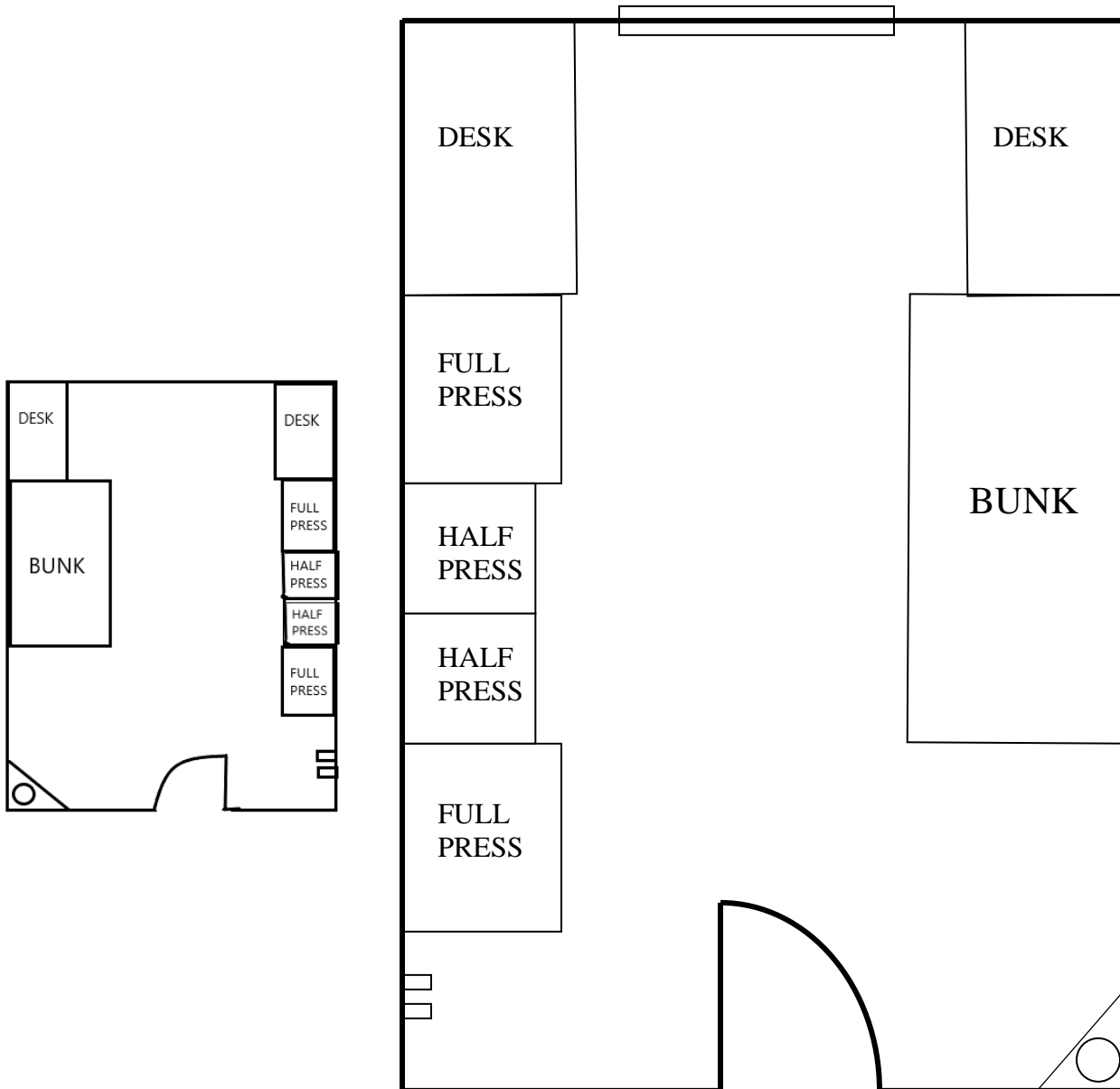
**I. PLACEMENT OF NAME STICKERS**

1. Above towel rack.
2. Inside medicine cabinet on respective shelves.
3. Room orderly (on wall inside the door).
4. On horizontal frame of rack below pillow, 12 inches from outer edge of bedpost.
5. Desk (centered on lower shelf).
6. Half Press (centered on top front face).
7. Full Press (centered on front shelf).
8. Rifle Rack.

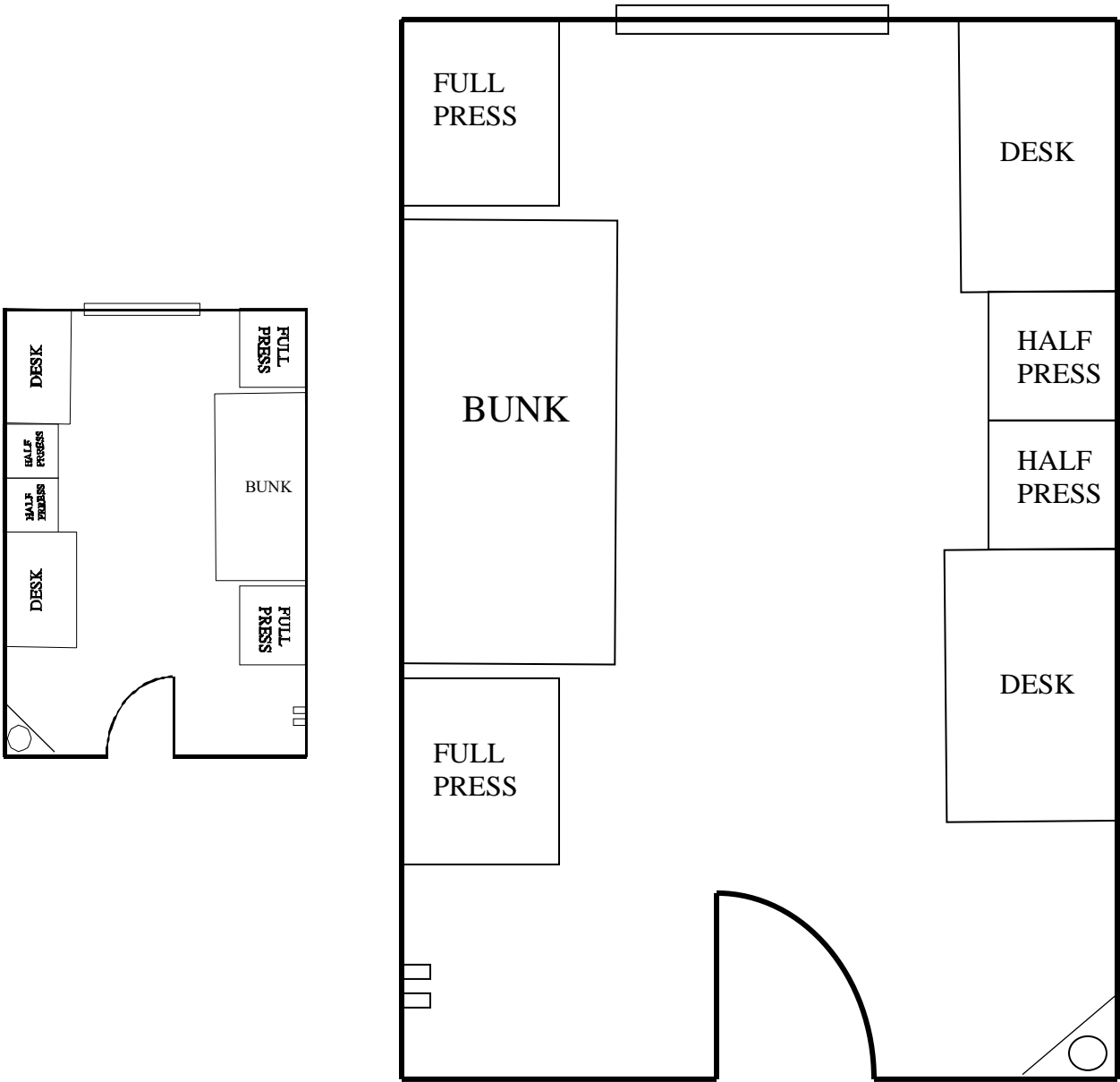
**J. COMPANY SUPPLY CLOSETS**

1. Company supply closets are for the cadets in a company to secure cadet personal equipment that cannot be stored in cadet rooms and does not need to be stored in the warehouse for long-term storage, such as luggage.
2. Personal items authorized are golf clubs, surfboards and other large sports items, such as lacrosse sticks. Company supplies and records are to be stored in the Company Supply Closet too. The closet should be clean and well organized.
3. Items that cannot be stored in company supply closets are:
  - a. Any cadet personal or military gear.
  - b. Cadet room furniture, including chairs.

FURNITURE ARRANGEMENT  
FOR 2-CADET ROOM (Option 1)

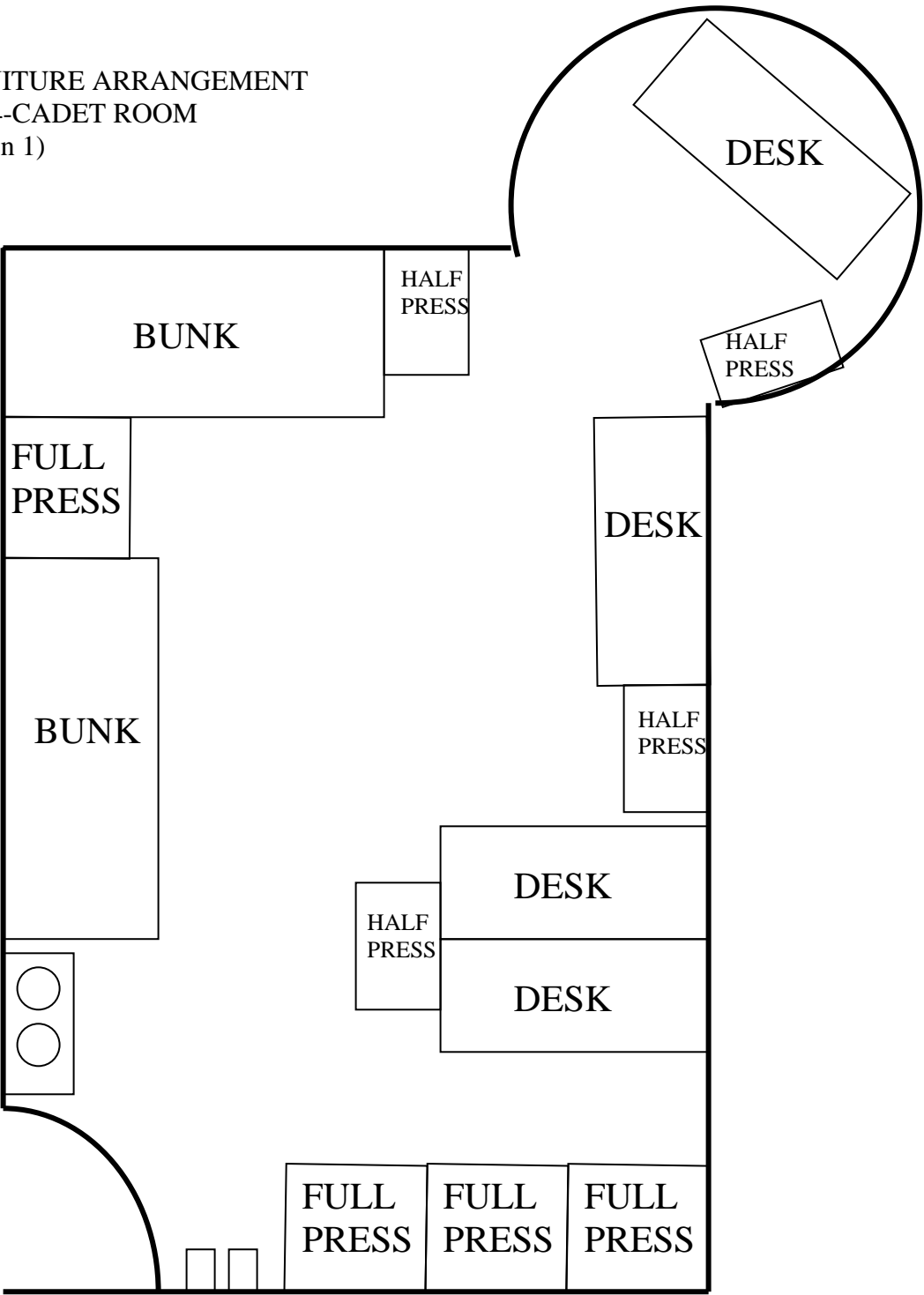


FURNITURE ARRANGEMENT  
FOR 2-CADET ROOM (Option 2)





FURNITURE ARRANGEMENT  
FOR 4-CADET ROOM  
(Option 1)



FURNITURE ARRANGEMENT  
FOR 4-CADET ROOM  
(Option 2)

