

JOINT BASE ANDREWS



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UNACCOMPANIED HOUSING GUIDE

11 September 2018

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Attachment 1: UH Management Team

Welcome

1. **INTRODUCTION:** Welcome to Joint Base Andrews, Naval Air Facility Washington Unaccompanied Housing. We are pleased to have you with us and hope your stay is pleasant. The following is an introduction to Campus Life. It guides you through various expectations and provides a wealth of campus and base information. Please read it and refer to it during your stay. If you have questions on campus life, please contact the UH Management Office 301-981-4479.
2. **GENERAL INFORMATION:**
 - 2.1. **Personal Information:** Report changes to your personal information to the UH Office in Dorm 1657, (301) 981-4479. This includes changes in rank, name, duty or home phone, squadron-level organization, office symbol, marital status, etc. Data sheets are available after hours on the wall outside the Customer Service Desk.
 - 2.2. **Dining Facility:** Freedom Hall is located in building 1620. Operating Hours:

<i>Dining Facility Schedule</i>		
<i>Meal</i>	<i>Weekdays</i>	<i>Weekends & Holidays</i>
Breakfast	0530-0800	
Carry out	0600-0730	
Brunch		0700-1200
Lunch	1100-1300	
Carry out	1300-1430	
Dinner	1600-1930	
Carry out	1800-1900	
Supper		1430-1730
Carry out		1800-2100
Midnight Meal	2300-0030	2300-0030

- 2.3. **Room Assignment and Furnishings:** Your room is your home. Residents are responsible for the condition of their dormitory room, furnishings, key cards and mailbox key. The room is inspected by UH Management and is in satisfactory condition and all government provided furniture is present. To protect yourself during your stay and when you move out, you are required to fill in and sign the Furnishings Custody Receipt and Condition Assessment; the last page of this document. Once filled in, deliver within 5 business days of your move-in date. This makes you eligible for the damage appeals process at the conclusion of your stay. If the form is not submitted, it is understood that the room is in satisfactory condition and all furniture is present and in good condition. Deliver the signed form to the UH Office in Dorm 1657, (301)981-4479.
- 2.3.1. When you bring these forms to the UH Office in Dorm 1657 within 1 week of your move-in date, you will be eligible for the damage appeals process at the conclusion of your stay. If the forms are not submitted, it is understood that the room is in

satisfactory condition and all furniture is present and in good condition. Make sure you use the AF Form 228 Furnishings Custody Receipt and Condition Report to note all furniture is present and in good condition.

- 2.3.2. **Room Furniture:** is a set and may not be removed or altered. Consult a Dorm Manager if you think you need to remove any government issued items from your room. If during your stay, anything in your room is damaged or broken, notify the UH Management office immediately so a Dorm Manager can assess the problem and arranged to have it fixed or replaced. Do it before the final inspection and your damage appeal process rights are preserved.
- 2.4. **Room Inspections:** Residents are expected to maintain their room in a clean and orderly manner at all times. Your First Sergeant, supervisor, dorm manager or Commander will conduct periodic visits. He/she will advise you of any formal inspections that are scheduled. Dormitories are also subject to no notice health and welfare inspections.
- 2.5. **Room Security:** Lock main entry door, suitemate door and windows when you are not in your room. Personal items must be secure at all times and especially while you are deployed, on leave, TDY or other prolonged absences. You must notify the UH Management Office (301) 981-4479, 30 days in advance when you expect to be away from base for more than 14 days. Missing items when you return? Report the incident to the UH Management Office Dorm 1657, Security Forces and First Sergeant.
- 2.6. **Personal Liability:** The UH Office in Dorm 1657, (301) 981-4479 is responsible for ensuring that appropriate action is taken against responsible personnel when damages occur to your dorm room and furnishings as a result of negligence and/or misuse. Liability is determined in accordance with 10 U.S.C. 2775 and AFMAN 23-220, *Reports of Survey (ROS) for Air Force Property*.
- 2.7. **Personal Insurance.** The government does not provide personal property or liability insurance for residents. We highly recommend you purchase relatively low-cost renter's insurance from a reputable insurance agency to protect you from loss of high-value property such as uniforms, personal clothing, sports equipment, computers and audio/video equipment.
- 2.8. **Personal Claims.** The installation legal office considers claims for reimbursement for personal property at a depreciated amount when the loss is not the resident's fault. If specialized advice is required, seek further assistance from the installation Judge Advocate (JA).
- 2.9. **Household Goods:** Belongings that will not fit in your room must be stored in the secure bulk storage area of your dorm. You may also be eligible for self-procured storage at government expense if you cannot store all your household goods in the storage area. Request storage information from the UH Management Office (301) 981-4479.

- 2.10. **Bulk Storage:** The rooms are small and to avoid clutter do not store boxes/suitcases or other infrequently used items in your room. Contact your Dormitory Manager for a storage space in your dorm store room. All items placed in storage must fit inside your assigned cage. Provide an inventory to the UH Office in Dorm 1657. Access to the storage area is by appointment on normal duty days between the hours of 0900-1500. You will be escorted to the store room and items will be inspected for verification. Items left in the cage after final out processing will be disposed unless special arrangements are made with the UH Management Office.
- 2.11. **BAH Entitlement:** You are entitled to receive partial-rate BAH upon arrival. Check your leave and earnings statement to make sure you receive Partial BAH. There are occasions when you may be eligible to receive full BAH. Contact the UH Management Office (301) 981-4479 if you have questions.
- 2.12. **Insect Control:** Do not allow food particles to accumulate on countertops, trash cans, sinks, cooking surfaces and other areas of your living space. Keep closets/storage areas free of trash to prevent infestation. If there is evidence of insects, control with off the shelf insecticide and notify your suitemate to ensure the entire suite is inspected before an infestation gets out of control. Contact the UH Office in Dorm 1657 (301) 981-4479 if you require entomology service.
- 2.13. **Bed Bug Prevention:** Each dorm room is inspected and any discrepancy corrected before it is made available to occupy. Residents are provided clean bed linen at check in. In that package is a mattress protector. The mattress must be placed inside the mattress protector and secured before placing the mattress pad and sheets. Use of the mattress protector is mandatory. The resident is liable for the cost of replacement of the mattress if the mattress protector is not used.
- 2.14. **Room Decorations:** Do not put holes in wall over ¼” in diameter. Do not apply adhesive-backed materials, wallpaper, or decals to the walls or ceiling, since removal will cause wall damage. Use “Command Strip” type hangers for pictures and posters, they leave no mark on the wall when the hanger is removed. Otherwise, if you use nails or picture hangers to hang pictures and objects, fill the holes flush with the surrounding wall with appropriate filler when you remove the nails. The UH Management Office, Dorm 1657 (301) 981-4479 will provide you guidance.
- 2.14.1. Prohibited Items Include: Unprofessional or inappropriate documents/log-books and/or written materials, to include materials that emphasize sexual or other inappropriate activity that is detrimental to a professional environment.
- 2.14.2. Also prohibited are lewd, obscene, or pornographic images or publications, in any form, or any media, whether commercially or individually produced.
- 2.15. **Vehicle Parking:** Use parking spaces located nearest your dorm. Do not park on unpaved areas. Force Protection and anti-terrorism rules require us to report abandoned, unregistered or expired registrations to Law Enforcement for towing. It is

your responsibility to notify the UH Office, Dorm 1657 (301)981-4479 if you deploy. Deployed member's cars look abandoned after only a month and will be reported to Law Enforcement if not registered with the UH Office. Storage of recreational vehicles, utility trailers and motorcycle trailers on the dormitory campus is prohibited.

- 2.16. **Bicycle Storage:** Racks are provided at each dorm. DO NOT park bicycles in stairwells, exit ways, or on the balcony. They will impair emergency evacuation and detract from the appearance of the dorm. A bicycle may be kept in the room as long as it doesn't block exit/entrance area. If the bike rack is used, please register your bike with the UH Management Office, Dorm 1657 (301) 981-4479..11 Force Support Squadron, Outdoor Recreation will provide details on availability and use of the base RV Parking lot.
- 2.17. **Vehicle Parts Storage:** PROHIBITED in dormitory rooms. Use the bulk storage cages in your dormitory. Contact the UH Office for more information.
- 2.18. **Vehicle Maintenance:** PROHIBITED in dormitory parking lots. The nearest Auto Hobby shop is on JB Anacostia-Bolling. Contact 11 FSS for location and operating hours.
- 2.19. **Pets:** Pets are not permitted with the exception of aquarium-size fish. Fish must be kept in a clean and well maintained environment free of odor or leaks. Aquariums will not exceed 30 gallons and no more than two aquariums are allowed per room.
- 2.20. **Weapon Storage: WEAPON STORAGE IN DORM ROOMS IS PROHIBITED.** Dorm residents must register and store privately owned firearms and ammunition with the 11 Security Forces Group IAW AFI 31-101 and SFOI 31-207. 11 SFG provides storage of authorized firearms for personnel residing in JBA dormitories at the armory Bldg. 1845 Westover Dr. The following items are considered weapons:
- Knives with blades longer than 4 inches
 - Bows, arrows or crossbows
 - Slings and slingshots
 - BB or pellet guns, pistols or rifles
 - "Bob" knives, machetes, swords, spears
 - Blank cartridge pistols
 - Blow guns
 - Straight razors
 - Martial Arts weapons
 - Paint pellet guns and or any weapon used for survivalist games
 - Any other weapon or device from which projectiles can be discharged and which would normally be expected to seriously injure or harm another person.

- 2.21. **Fireworks:** Possession and use of fireworks is forbidden on Joint Base Andrews.
- 2.22. **Sprinkler heads and smoke detectors:** Do not tamper with either. For safety reasons, do not hang anything from the ceiling fire sprinkler heads or smoke detectors. If you detect damage to either, contact the UH Office in Dorm 1657, (301) 981-4479.
- 2.23. **Open Flame devices:** Storage and use of open flame devices and oxidizers in a dorm room is prohibited. Candles, compressed gas torches, incense burners or similar devices producing a constant flame or glowing brand or corrosive materials. Examples of oxidizers: gasoline, motor oil, oil based paint and spray paint, cleaning fluid.
- 2.24. **Tobacco Use Policy:**
- 2.24.1. In accordance with AFI 40-102 Tobacco Use in the Air Force, the Installation Commander designated the entire Joint Base Andrews UH Campus as a tobacco-free area in order to minimize the health risks from tobacco use and second-hand tobacco smoke, and to promote a culture of health and wellness.
- 2.24.2. Tobacco product use is permitted in the Designated Tobacco Use Areas (DTA) located on the campus map (**Attachment 2**). The carrying and use of lighted tobacco products while outside of a DTA is forbidden. Tobacco products include but are not limited to, cigars, cigarettes, electronic cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped, or sniffed.
- 2.24.3. Tobacco users are responsible for keeping DTAs clean and free of cigarette butts and debris. The DTAs will be removed if the area around it or leading up to it is cluttered with trash, cigarette butts, or other tobacco related litter. Failure to comply with this policy may result in UCMJ action.
- 2.25. **Alcoholic Beverages:** The legal age to consume any alcoholic beverage is 21. Personnel under 21 will not possess or consume alcoholic beverages. Alcoholic beverages are not permitted in the common spaces if a suitemate is underage. Those who choose to ignore this policy will jeopardize their military career and are subject to UCMJ.
- 2.26. **Telephone and Cable TV:** TV, Telephone and high-speed internet providers are Verizon and Comcast Cable. If interested in cable TV, high-speed Internet or telephone service, contact UH Customer Service for more information.

2.27. **WiFi:** Is available in each dorm common area and is provided for your enjoyment and enrichment. Play hard, but don't forget ways to improve yourself through serious educational pursuit. That said, it is AF policy that public standards of decency will be enforced. Those who feel that they need to explore areas of the internet that do not adhere to public decency standards may be jeopardizing their military career.

3. **AIR FORCE RESPONSIBILITIES:** The Air Force will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas.

3.1. **Filters:** Air-conditioning and heating filters are government furnished, however it is the responsibility of the resident to replace the filter every 3 months. Contact the Customer Service Desk for replacement filter.

3.2. **Lockouts:** If you are locked out for any reason during normal duty hours, visit the UH Campus Customer Service Desk. If it is after normal duty hours, holiday or weekend, utilize the self-service kiosk to obtain a temporary key (key will expire after 96 hours). Note: After you use the kiosk, your permanent key will be deactivated. Report to the UH Office the next duty day to have your permanent key recut.

3.3. **Lost Key Card:** Report to the Customer Service Desk for a replacement.

3.4. **Maintenance and Repair:** The Base Civil Engineer is responsible for maintenance and repair. If you discover a maintenance problem in your room, report to the UH Office in Dorm 1657 and fill out a work request. For emergencies during non-duty hours call 301-981-5151. If your concern is determined to be an emergency, a standby technician will be dispatched. If not, the information will be sent to the UH Office in Dorm 1657 and you will be requested to report to the UH Office to fill out a work request the next duty day. There are three categories of service: emergency, urgent, and routine. The category determines when you can expect the service to be scheduled

Service Call	Initial Response Time	Defined As
Emergency	1 Hour	Failure or deficiency that could cause loss of life or property or serious damage affecting health, safety, security or complete utility failure including heating and A/C.
Urgent	7 Days	Failure which does not immediately endanger the residents or threaten damage to property, but would inconvenience and affect the health and wellbeing.
Routine	30 Days	Work of a routine nature that does not meet the criteria of emergency or urgent.

Refuse Collection and Disposal: Place your room trash and garbage in the dumpsters provided. *Government-provided trash cans are used for small trash or litter in common areas, not for disposal of room trash.* Do not place trash on balconies or stairwells. Dispose of unwanted personal bulky items at the recycling center (bldg. 3350).

4. **RESIDENT RESPONSIBILITIES**

- 4.1. **Social Visits:** Overnight/long term visitors are not authorized. All guests must be at least 18 years old, be *escorted at all times* and are prohibited between 24:00 and 06:00 hours. Dependents and minors are not permitted in the dormitories unless accompanied by their parent/sponsor. You are responsible for the conduct of your guests and will be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized.
- 4.2. **Laundry Facility:** Authorized for UH residents use ONLY. Notify the Dormitory Manager of equipment that doesn't work properly—make sure you provide dorm # and machine number. Security of your clothing while in the laundry is your responsibility. **There is no lost and found. Left clothing will be disposed during room cleaning.**
- 4.3. **Leave or Extended TDY to include Deployments.** 30 days prior to deployment, report to the UH Office for out-processing instructions. You must not leave your room unoccupied for extended periods. If you plan to be absent longer than thirty days, you must notify the UH Office and arrange for security and prudent care of your room.
- 4.4. **Damages:** Document all discrepancies and bring them to the Dormitory Manager's attention, immediately. Damages found upon out-processing will be the responsibility of the occupant. For example: Upon check out if your bed is broken and is not listed as such on your signed 228, you will be responsible for the repairs/cost of that bed. See Liability section on page 2 of this Guide.
- 4.5. **Recycling:** Is mandatory on JB Andrews. Recycling containers are located inside the trash can area. Ask the UH Manager for a location nearest your room. Please use them for their intended purpose--DO NOT throw any non-recyclable trash into recycling containers.
- 4.6. **Energy Conservation:** Help save on unnecessary utility costs. With the exception of the refrigerator, please turn off electrical items such as room lights, fans, stereo and TV equipment when you leave your room.
- 4.7. **Quiet Hours:** Due to the variety of shift workers residing in the dormitories, quiet hours are 24 hours a day and must be observed. Musical instruments, stereos, televisions or other sound equipment may not be played at a level, which can be heard outside your room. This policy extends to the parking lots.
- 4.8. **Security:** Each dorm is equipped with 24/7 video surveillance for the safety and security of the residents. We are all responsible for safeguarding government property. If you suspect that a crime has been committed, notify law enforcement immediately. Call Crime Stop for immediate response to a crime in progress, i.e., vandalism, theft, and damage or unlawful entry to Air Force property, call (301) 981 2001.
- 4.9 **Terminating Residency:** 30-day notice of termination is required (short notice Separation or

PCS excepted). Do not wait for orders, as soon as you know about your change in status, contact the UH Office in Dorm 1657, (301) 981-4479 for instructions. The Airmen & Family Readiness Center has information about the community at your next assignment.

4.9.1 Pre-Termination Inspection: This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH manager will compare your filed Room Condition Assessment (Attachment 2) with the current room condition. Identifies routine maintenance requirements and reviews damages beyond normal wear and tear. The Dorm Manager will also confirm all furnishings are present and compare the condition to the AF Form 228. The UH manager will also provide a cleaning checklist and discuss your individual cleaning requirements.

4.9.2. Final Inspection: This is an inspection to make sure you have met the cleaning standards and to identify maintenance requirements not noted at your pre-termination inspection. Furnishings location and condition will be compared to the AF Form 228. All personal belongings must be out of the room and cage storage area. Housekeeping services are available through a local cleaning company. You may opt to pay a cleaning service to clean your room for you. Contact the Customer Service Desk for more information. If you fail your final inspection, you must correct the discrepancies and schedule a re-inspection. If you fail your re-inspection, you give up your right to clean the room yourself and will be liable for the cost of cleaning your room. The cost will depend on the cleanliness of your room at the time services are rendered.

5. CLEANING STANDARDS:

- 5.1. **General:** All surfaces must be clean. This includes removal of dirt, debris, mold, mildew, stains, soap scum, sticky residue and dust. Floor surfaces must be free of heel marks, swept, mopped, vacuumed and shampooed. Glass areas must be free of streaks. Furniture must be cleaned and polished. Mattress must be inside bed bug encasement. Upholstered furniture must be clean and stain-free. Drawers in furniture and cabinetry must be clean. Walls and ceilings must be free of marks and cobwebs. Appliances must be free of food particles, grease and mold to include the interior, exterior, top and bottom.
- 5.2. **Windows:** Occupants are responsible for cleaning the inside and outside of windows, tracks, window sills and screens. Report any damaged and/or missing screens to the UH Office in Dorm 1657, (301) 981-4479. For security reasons, lock windows when you leave the room.
- 5.3. **Kitchen:** Give special attention to maintaining appliances and cabinets; clean ovens, and burners regularly to prevent grease buildup, which can quickly become a fire hazard. *Do not use oven cleaner on self-cleaning ovens.* Clean refrigerator interiors, exteriors and rubber seals frequently to remove food and soil deposits. Do not use of sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. Grease can solidify in the pipes and cause stoppages: do not pour grease in the sink or toilet. Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage to the plastic laminate. We recommend non-adhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.
- 5.4. **Bathroom:** Because of the potential for bacteria growth, bathroom areas require special care. Clean the toilet inside and out with a disinfectant type cleaner weekly. Do not leave soap scum or other residue on walls. Mold in bathrooms tends to accumulate quickly. Clean mold areas frequently. **Mold growth is a housekeeping issue and must be controlled by the occupant. The occupant is liable for cleaning surface mold wherever it shows. The room was provided surface mold free and it will be returned the same way.** Cleaning advice and mold and mildew control and cleaning products may be obtained at the UH Office in Dorm 1657, (301) 981-4479 during normal working hours.
- 5.5. **Floors:** Clean non-carpeted surfaces weekly to prevent build-up of soil. Remove streaks and stains immediately to prevent staining. **Walls:** Use mild soap and warm water for cleaning walls. **Carpets:** Vacuum once a week and shampoo carpets every month—vacuum cleaners and shampooers are available for loan from the UH Office in Dorm 1657, (301) 981-4479.

6. FIRE PROTECTION: REPORT ALL FIRES REGARDLESS OF SIZE

6.1. Fire Reporting Emergency Numbers:

911 from a commercial phone: 301-981-9911

911 from a cell phone: You will be connected to Prince George's County Dispatch Center. Tell them you are on Joint Base Andrews and they will connect to the base Dispatch Center.

PROVIDE YOUR NAME, DORM & ROOM NUMBER TO THE FIRE ALARM ROOM OPERATOR.

- 6.2. Fire Protection and Alarm Systems:** Systems are installed for the protection of life and property, and will not be tampered with. Willful transmission or reporting of a false fire or emergency alarm is prohibited. Personnel must activate fire alarms without hesitation to warn building occupants whenever an actual fire is discovered, when there is any indication whatsoever of an abnormal condition, where the presence of fire is a possibility, or where fire is imminent. Tampering with, or the unauthorized use of fire extinguishers is strictly prohibited. Vandalism to fire extinguishers will be reported to your dormitory manager. Authorized use of fire extinguishers consists of use in extinguishing fires or when approved by the fire department.
- 6.3. Fire Suppression Systems and Components** located in facilities will not be obstructed in any manner that hampers its operation or accessibility. Do not hang anything on a fire sprinkler head or detector.
- 6.4. Fire Extinguishers:** Discharged fire extinguishers used to suppress fires, misused, or which show other deficiencies, will be immediately reported to your Dormitory Manager. Fire extinguishers will not be moved from one place to another in a building or from one building to another. Access to fire extinguishers will be clear at all times. It is the **RESPONSIBILITY OF THE RESIDENT** to conduct fire extinguisher safety checks each month. To ensure fire extinguisher safety checks are complete there will be random safety checks that are conducted by either the fire department, Dorm Manager or First Sergeant.
- 6.5. Evacuation Procedures:** Locate the closet stairwell to your room. This is your primary evacuation discharge. All evacuees move out of the dorm and assemble at the following locations. Dorm 1600 base gym parking lot; dorms 1624 and 1631 library parking lot and dorms 1657, 1690, 1691 and 1692 AAFES parking lot. Do not leave assembly point until you are dismissed by the on-scene commander or other competent authority. Refer to the campus site plan (**Attachment 5**) for locations.
- 6.6. Exits and Exit Lights:** Please notify the UH Office in Dorm 1657, (301) 981-4479 if a light outside your room or near your room is out or any lighted exit sign that isn't working,
- 6.7. Electrical Fire Safety:** Use of multi-plugs are prohibited with the exception of surge protectors or multi-plug power strip extension cords required for use in conjunction with computer system and components, or other complex electrical components systems. Electrical extension cords, when used will be of a type appropriate to the

electrical load and UL listed. No more than one appliance will be plugged in or used at the same time from an extension cord. They will be of one continuous length without splice or tape. Cords will not be draped over pipes or equipment, passed under carpets or mats through doorways, walls or windows, or placed in manner that will subject them to unseen mechanical damage. Remove frayed or faulty cords from service immediately.

- 6.8. **Heating and Cooling Systems:** Auxiliary heating devices, such as space heaters, are prohibited without written approval from the base civil engineer energy conservation monitor. If heat to your room cannot be restored, your dormitory manager will secure alternative heating sources. Do not purchase them yourself.
- 6.9. **Cooking and Cooking Appliances:** Cooking in dormitories, is prohibited except for microwaves and where Air Force cooking facilities are provided. Portable barbecue units will not be used inside a structure or closer than 15 feet from any structure or overhang. Coffee pots/machines must be placed on a non-combustible surface.
- 6.10. **Smoking Fire Safety:** The dorm campus is smoke-free including bedrooms and all common areas. Carrying lighted tobacco products is prohibited except in designated smoking area. Refer to Attachment 4 to this Guide for location of designated tobacco use areas.
- 6.11. **Fire Prevention Practices:** All personnel have a responsibility to practice good housekeeping to ensure a fire safe environment throughout the campus. The storage of combustibles in areas under floors, and stairways or stairwells, and above ceilings, is prohibited. Wastebaskets should be emptied daily. There will be no open fires on base. Keep clothes dryer, associated vents, and filters free of lint accumulation. Base fire prevention must approve decorations for parties or special functions, regardless of where they are used before they are put into use. Christmas tree lights, decorations, and wiring will be UL approved. Christmas trees, tree lights, or other decorations will be removed immediately if declared unsafe by fire prevention inspectors. Only artificial UL approved trees will be utilized in dormitories to include individual rooms, dayrooms, or common areas.

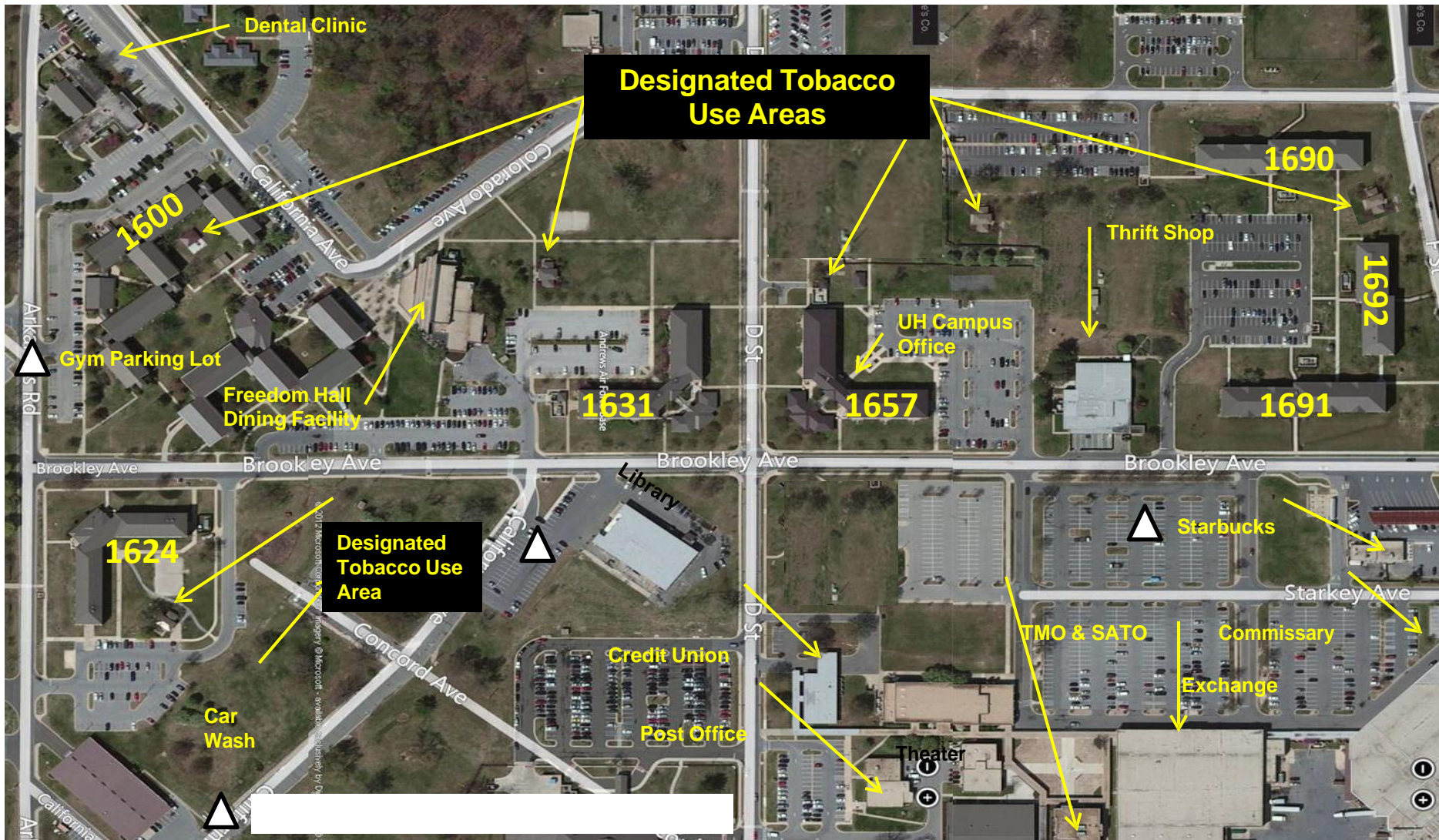
ATTACHMENT 1

<i>UH Management Team</i>			
<i>Position</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
Superintendent	MSgt Gregory Merski	(301) 981-4479	gregory.m.merski.mil@mail.mil
NCOIC	TSgt Daphne Jaime	(301) 981-4479	Daphne.n.jaime.mil@mail.mil
ADL	SSgt Daniel Schaan	(301) 981-4479	Daniel.a.schaan.mil@mail.mil
ADL	SSgt Desiree Lee	(301) 981-4479	desiree.s.lee2.mil@mail.mil
DLCPO	CSCS Christopher Usita	(301)981-1965	Christopher.t.usita.mil@mail.mil
LPO	CS1 Ebony Clay	(301) 981-1965	Ebony.b.clay.mil@mail.mil
NDL	CS2 Derek Klevgard	(301) 981-1965	Derek.j.klevgard.mil@mail.mil
NDL	VACANT	(301) 981-1965	

<i>Useful Telephone Numbers</i>	
Emergency from land line	911
Emergency from cell	(301) 981-9911
Authorized Base Access Taxi	(202) 531-3381
Base Operator	(301) 981-1110
CE Customer Service/After Hours	(301) 981-5151
Chaplain	(301) 981-2111
Comcast Cable	(301) 499-1980
UH Office(Air Force)	(301) 981-4479
UH Office(Navy)	(301) 981-1965
Dental Clinic	(240) 857-5029
Dental Clinic Sick	(240) 857-2806
Call Law Enforcement	(301) 981-2001
Legal Office	(301) 981-2042
Military Finance	(301) 981-5505
Post Office	(301) 858-2560
TMO	(301) 981-7520
West Fitness Center	(301) 981-7101

Attachment 2

North →



Fire & Emergency Evacuation Assembly Point

Carrying of lit tobacco products is prohibited anywhere on the UH Campus. Use only permitted at 6 locations above