* + **PROGRAM**
    - The bay orderly program is comprised of residents detailed by individual units to perform required duties for the JBA Unaccompanied Housing campus.
  + **DUTY HOURS** 
    - Duty days/hours are Tuesday – Monday from 0800 – 1600. Lunch will be from 1100 - 1200 and team must check in with Dorm Leader before and after
    - On Saturday and Sunday the assigned Bay Orderly Lead will ensure team maintains main common areas (hours are as needed, if needed)
  + **SAFETY**
    - PT gear is the authorized UOD due to potential cleaning material exposure *(Additionally, coveralls & reflective vests are provided for wear over PT gear)*
    - Please inform your Dorm Leaders if you are on any type of medical profile prior to start of details
    - Lift with yours legs….not your back. Assist each other with heavy items
    - PPE (gloves, masks, safety glasses, earplugs) are available for use and MUST be worn when using chemicals, hazardous materials, leaf blowers, pressure washers, addt’l lawn equipment, and anytime cleaning flying debris.
  + **WORK REQUIREMENTS**
    - The bay orderly daily checklist will be completed each week for each building *(1624, 1631, 1657, 1691, & 1692). A campus map is provided on the checklist*
    - All highlighted areas on the checklist will be the areas of daily focus
    - Remainder of checklist will need to be dispersed/completed within the week
    - If any special tasks are required they will be assigned at the beginning of each day *(any special projects not completed will be continued to next duty day unless otherwise directed)*
    - The assigned team lead will be responsible for ensuring tasks are completed correctly and that detailers stay on task
    - Once tasks are completed a Dorm Leader will verify completion with a thorough walk around
    - If you are caught lounging while not on a break or are caught in your room (except during your lunch hour), your First Sergeant or equivalent will be notified
  + **SUPPLY & ROOM ACCESS**
    - Each building has their own respective Janitor (cleaning supply) location with all required materials
    - Bay orderly detail team lead will be issued a Janitor closet key which allows access to each buildings respective supply areas
    - If individual room keys are assigned, they must be returned by end of each duty day.
    - **YOU ARE NOT AUTHORIZED TO ENTER ANY OCCUPIED ROOM**