

Directorate of Public Works
USAG Red Cloud
Single Soldier
Housing Branch

**Senior Leader Quarters (SLQ) &
First Sergeant Barracks Program (FSBP)**

IN-PROCESSING PROCEDURES FOR UPH:

- Counselors will brief & discuss all enclosed documents.
- Enclosed documents:
 - Application for Housing Assignment.
 - SLQ Acceptance Validation
 - SLQ move in condition & move out inspection checklist
 - FSBP move in & move out inspection checklist (2pages)
 - SLQ clearing standards
 - FSBP 2020 barracks room clearing standards and checklist (2pages)
 - UPH room inspection/access
 - Daily living standards etc
 - Liability for damage to assigned unaccompanied personnel housing
 - USAG RC inventory hand receipt
 - DPW/SSH BR, USAG RC FSBP 2020 new soldier brief
 - Home fire safety checklist/briefing
 - SSH (UPH & FSBP) Notice of Entry
 - Mold & mildew information
 - Mold FAQs
 - Change of occupancy questionnaire for UPH residents
 - Lock out Procedures
 - Memo Lost Key or Lost Card Replacement Request

I understand that once I receive permanent housing I am adequately housed for the duration of my tour unless reassigned to another unit, promoted to Senior NCO/ Sergeant Major or from company grade officer to field grade officer.

*CUSTOMER SIGNATURE

DATE

*HOUSING REP SIGNATURE:

DATE

APPLICATION FOR HOUSING ASSIGNMENT				1. TYPE SERVICE DESIRED		
				UPH - BRKS	SLQ	OFF POST LEASE / RENTAL
SECTION I - APPLICANT INFORMATION						
2. NAME OF SPONSOR (Last, First, Middle Initial)		3. PAY GRADE	4. SSN		5. DOD COMPONENT	
6. PHYSICAL ADDRESS (Full "Off Post" Address To Include Complex Name That Is Being Leased - If UPH To Be Completed By Housing Office) BLDG# RM#		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT		
		HOME / CELL		WORK / DUTY DSN		
				<input checked="" type="checkbox"/> MILITARY MEMBER <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY SPOUSE <input type="checkbox"/> FOREIGN NATIONAL		
		9. MARITAL STATUS	10. I AM SEPARATED FROM MY DEPENDENTS			
			VOLUNTARILY <input checked="" type="checkbox"/> INVOLUNTARILY			
SECTION II - CAREER INFORMATION						
11. I REQUEST HOUSING FOR		14. DATES (Enter in YYMMDD order)				
a. SELF ONLY b. SELF AND DEPENDENTS		DATE OF RANK / DATE OF PAY GRADE		MILITARY APPLICANT	MILITARY SPOUSE	
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		DATE OF ORDERS (Copy must be attached)				
		DEROS DATE				
13. INSTALLATION/ORGANIZATION TRANSFERRED TO W/ UIC		DATE OF ARRIVAL IN KOREA				
		ESTIMATED FAMILY ARRIVAL DATE				
		COMMAND SPONSORED POSITION NUMBER				
SECTION III - RESIDENT & DEPENDENT DATA						
15. RESIDENT & DEPENDENT INFORMATION						
NAME (Last, First, Middle Initial)		b. DATE OF BIRTH (YYMMDD)	c. SEX	d. RELATIONSHIP	REMARKS (Handicap, health problems, expected additions to family, etc.)	
SECTION IV - HOUSING DATA						
16. COMMUNITY DESIRED / HOUSING TYPE (Mark as applicable)						
<input checked="" type="checkbox"/>	UIJONGBU - CAMP RED CLOUD / CRC		DONGDUCHON - CAMP CASEY		APARTMENT	SENIOR LEADER DUPLEX #:
	UIJONGBU - CAMP STANLEY		DONGDUCHON - CAMP HOVEY		SINGLE HOUSE	<input checked="" type="checkbox"/> SLQ BLDG #:
	YANGJU - CRC / CASEY		NON-AREA 1		ROOM RENTAL / EFFICIENCY	UPH / BARRACKS ROOM
17. ADDITIONAL FACTORS / DESIRES TO BE CONSIDERED		18. APPOINTMENT REQUESTED DATE (Appointment must be within 3 working days of the date requested by customer or see HSG Chief)		19. PRICE RANGE		
FURNISHING SUPPORT (CMD Sponsor Only)		KEY BILLET / MISSION ESSENTIAL				
CURRENTLY ISSUED UPH - MUST CLEAR		PETS (Number & Weight)				
TLA WILL EXPIRE ON:		OTHER (Explain)				
BEDROOM REQUIREMENT:		20. EMAIL ADDRESS FOR HOUSING CONTACT / UPDATES				
21. REMARKS						
22. SIGNATURE OF APPLICANT					23. DATE	
SECTION V - DISPOSITION						
24. MILITARY HOUSING						
a. DATE APPLICATION RECEIVED AT HOUSING		h. DATE INSP / LEASE REQUESTED		c. DATE & TIME OF INSP / LEASE APPOINTMENT		d. DATE COMPLETED INSP / LEASE
e. REALTOR POC INFO (If Applicable)		f. HSO INSPECTOR / COUNSELOR INFO		g. EFFECTIVE MOVE IN / ISSUE DATE		h. DATE DOCUMENTS PROVIDED FINANCE
SECTION VI - OFF POST HOUSING REFERRAL CERTIFICATE						
Customer understands that this appointment is strictly for the listed realtor and off post lease location as listed above and any change will require a new appointment. Customer understands that the inspection and lease signing will be conducted on site and as a single appointment with the realtor present. Customer understands extension of TLA is not authorized because of schedule changes. Customers understand NO-SHOWS and Failed Inspections require a new appointment as priority II that can take 10 days to receive.				I HAVE RECEIVED THE MANDATORY HOUSING BRIEF AND WATCHED THE GOOD NEIGHBOR VIDEO. I UNDERSTAND MY RESPONSIBILITIES AS A REPRESENTATIVE OF THE UNITED STATES TO CONDUCT MYSELF IN RESPONSIBLE MANNER TO INCLUDE PAYMENT OF RENT AND UTILITIES AND FAILURES TO PAY RENT/UTILITIES OR CONFLICTS WILL BE REPORTED TO HOUSING / CHAIN OF COMMAND / EMPLOYER WITHIN 30 DAYS WITHOUT EXCEPTION BY THE REALTOR OR HSG REP.		
				25. SIGNATURE OF APPLICANT	26. DATE SIGNED	

SLQ Acceptance Validation

In acceptance of Quarters _____ BOQ/BEQ, I understand the following:

1. () If I decide to decline quarters, I must notify the Chief, UPH immediately. TLA will not be authorized.
2. () Once assignment is made, I am considered adequately housed and will not be allowed to move to another room unless I am in a promotable status or an exception to policy is submitted. Requests must be in writing and submitted to housing.
3. () I am solely responsible for maintaining my personal area and share in the responsibility of cleanliness and maintenance of all common use areas.
4. () Smoking is not permitted in quarters.
5. () Cooking is not permitted in any facility that does not have a domestic type kitchen. Cooking can only be performed in rooms specifically designated and approved as kitchens. The practice of cooking on a hot plate, electric frying pan or gas stove in areas where no kitchen exists, i.e., barracks, warehouses, offices, concessionaire facilities, shops, etc. is strictly prohibited.
6. () Pets are not authorized in bachelor quarters. All violations will be reported to the Garrison Commander; charges can be imposed for damages, fumigation and shampooing of carpet and furnishings.
7. () Movement of government furniture from one room to another, or dayroom from the premises is not permitted.
8. () Immediate family members are authorized to stay in "SLQ" as long as fellow occupants are not inconvenienced. Requests must be in writing at least 7 days prior to the visit. Family members may not stay more than 30 days. BAH and Family separation entitlements are subject to loss / recollection after 30 days by DFAS.
9. () I may be authorized 3 days of TLA upon departure.
10. () If I fail to clean or clear quarters, TLA will not be authorized and Statement of Charges processed.
11. () I will inform the Housing Office if there's a change of status, telephone number, rank or family composition.

PRIVACY ACT STATEMENT: Pursuant to the Privacy Act of 1974, furnishing the above personal information is mandatory. All information requested is necessary to complete assignment/termination of orders to quarters. Not providing any or all of the information will result in an individual not being assigned to BOQ/BEQ Quarters.

SIGNITURE OF APPLICANT

DATE

SIGNATURE OF HOUSING REPRESENTATIVE

DATE

SLQ MOVE IN CONDITION AND MOVE OUT INSPECTION CHECK LIST

BLDG-RM:		NAME:		MOVE IN ISSUE DATE:						
RANK:		UNIT:		FINAL- CHECK OUT INSPECTION DATE:						
1. ENTRANCE AND WINDOW AREA			IN		FINAL		4. FURNISHINGS, FIXTURES AND EQUIPMENT			
			Y	N	Y	N	Y	N	Y	N
a. Door knob, catch, deadbolt operates smoothly							a. Bed set free of stains and turned in good condition			
b. Door clean inside/outside and opens easily							b. Dresser drawers cleaned, free of lint and trash			
c. Window, Screen & Coverings; clean & serviceable							c. Locker/closet: cleaned, free of lint and trash			
2. WALLS, FLOOR, CEILING AND LOCKERS			Y	N	Y	N	d. Are the following clean, free of stains, dirt, lint and in good condition			
a. Remove all dirt, smudges, and other spots							1. Sofa, chairs, coffee and end tables			
b. Wall plaster free form and cracks and blisters							2. Bookcase, entertain unit, desk, night stand			
c. Walls free of picture holes							3. Wastebasket and trash can			
d. Walls free of finger marks, soil or smudge marks							4. Lamp and shade			
e. Damp mod floors and wide/scrub stains							e. AC/Heater clean(top, grill, filter and knobs)			
f. Floors free of dirt, dust, soil, and boot marks							f. Heating, Ventilation and AC working properly			
g. Carpet vacuumed, shampooed and free of stains							g. Light fixtures clean and bulbs work			
3. BATHROOM			Y	N	Y	N	h. Mirror clean and streak free			
a. Floor, tub, tile clean & free of hair, mold/mildew							i. Do all wall receptacles work properly			
b. Wall tile clean of soap scum							j. Kitchen cabinets & drawers clean and free trash			
c. Plumbing fixtures and faucets clean and polished							5. APPLIANCES			
d. Drains and stopper free of hair and other matter							Y	N	Y	N
e. Soap dish and towel rack clean							a. Refrigerator Clean inside and outside (Plugged In)			
f. Shower curtain rod clean and in good condition							b. Microware operational and clean			
g. Commode clean and free of stains and rust							c. Range: cooking surface clean and free of grease			
h. Floor clean, swept & mopped free of scuff marks							1. Oven clean and free of baked on food			
i. Mirror clean and streak free							2. Under cook surface clean/free of grease/food			
j. Light fixture bulbs work and clean							3. Sides and under range clean/free of grease/dust			
k. Ceiling exhaust fan cleaned and working good							d. Range exhaust fan cleaned and working			
							6. STORAGE AREA (BULK STORAGE)			
							Y	N	Y	N
							a. Remove all personal items/padlock			
							b. Clean storage cage			

The listed room condition and inspection results are reflective of the latest inspection. New occupants are required to sign for the room condition and property inventory as reflected on the check-in sheets. Occupant has 5 working days to complete a validation of the property accountability and room condition. Failure to return this form within 5 working days constitutes concurrence of the data's accuracy and acceptance of liability for any non-noted damages or losses and such results will be held against the occupant to include recoupment of cost to replace or repair. If a discrepancy is noted your Housing UPH Building Manager/Inspector will conduct a physical inspection to validate and clarify any differences. Upon check out the room will be returned cleared and ready for immediate issue minus any pending service orders. Failure to properly clean and account for property will cause a delay of PCS until corrective actions have been taken or cost recouped. All keys must be returned to prevent a full rekeying effort and the full cost of rekeying to include material and labor billed to the resident. Failure to report damages to the UPH Building Managers / Inspectors or prevent quarterly condition inspections from being conducted will result in damaged to be charged against the resident. In the event of multiple residents the cost will be shared when direct liability can not be determined.

SIGNATURE OF OCCUPANT:

SIGNATURE OF BLDG MANAGER/INSPECTOR:



FSBP MOVE-IN MOVE-OUT
INSPECTION CHECKLIST
USAG RED CLOUD AREA I, KOREA



NAME & RANK _____	BLDG & RM _____					
MOVE-IN DATE: _____	MOVE-OUT DATE: _____					
FSBP MOVE-IN/MOVE-OUT INSPECTION CHECKLIST	NA	IN	OUT	CONDITION CODES*		
1. ENTRANCE AND WINDOW AREA	NA	Y	N	Y	N	COMMENTS
a. Door knob, catch, deadbolt operates smoothly						
b. Door clean inside/outside and opens easily						
c. Window, Screen & Coverings; clean & serviceable						
2. WALLS, FLOOR, CEILING AND LOCKERS	NA	Y	N	Y	N	COMMENTS
a. Remove all dirt, smudges, and other spots						
b. Wall plaster free from and cracks and blisters						
c. Walls free of picture holes						
d. Walls free of finger marks, soil or smudge marks						
e. Damp mop floors and wide/scrub stains						
f. Floors free of dirt, dust, soil, and boot marks						
g. Carpet vacuumed, shampooed and free of stains						
3. BATHROOM	NA	Y	N	Y	N	COMMENTS
a. Floor, tub, tile clean & free of hair, mold/mildew						
b. Wall tile clean of soap scum						
c. Plumbing fixtures and faucets clean and polished						
d. Drains and stopper free of hair and other matter						
e. Soap dish and towel rack clean						
f. Shower curtain rod clean and in good condition						
g. Commode clean and free of stains and rust						
h. Floor clean, swept & mopped free of scuff marks						
i. Mirror clean and streak free						
j. Light fixture bulbs work and clean						
k. Ceiling exhaust fan cleaned and working good						
4. FURNISHINGS, FIXTURES AND EQUIPMENT	NA	Y	N	Y	N	COMMENTS
a. Bed set free of stains and turned in good condition						
b. Dresser drawers cleaned, free of lint and trash						
c. Locker/closet: cleaned, free of lint and trash						
d. Are the following clean, free of stains, dirt, lint and in good condition						
1. Sofa, chairs, coffee and end tables						
2. Bookcase, entertain unit, desk, night stand						
3. Wastebasket and trash can						
4. Lamp and shade						
e. AC/Heater clean(top, grill, filter and knobs)						
f. Heating, Ventilation and AC working properly						
g. Light fixtures clean and bulbs work						
h. Mirror clean and streak free						
i. Do all wall receptacles work properly						
j. Kitchen cabinets & drawers clean and free trash						



FSBP MOVE-IN MOVE-OUT
INSPECTION CHECKLIST
USAG RED CLOUD AREA I, KOREA



5. APPLIANCES	NA	Y	N	Y	N	COMMENTS
a. Refrigerator Clean inside and outside (Plugged In)						
b. Microware operational and clean						
c. Range: cooking surface clean and free of grease						
1. Oven clean and free of baked on food						
2. Under cook surface clean/free of grease/food						
3. Sides and under range clean/free of grease/dust						
d. Range exhaust fan cleaned and working						
6. STORAGE AREA (BULK STORAGE)	NA	Y	N	Y	N	COMMENTS
a. Remove all personal items/padlock						
b. Clean storage cage						

***CONDITION CODES:** BR= Broken; BU= Burned; CH= Chipped;CR= Cracked; D= Dirty; DA= Damaged; FWT= Fair Wear & Tear; MI= Missing; MO= Mold; NH= Nail Hole; NP= Needs Paint; O=Other; S=Soiled; SC= Scratch; SP= Spot; ST= Stained, TO= Torn; WA= Warped

THE ABOVE AREAS/ITEMS WERE INSPECTED JOINTLY WITH OCCUPANT AND BUILDING MANAGER.

Signature of Occupant: _____ Signature of Inspector: _____

SLQ CLEARING STANDARDS

Building: _____ Room: _____ Appointment Date: _____ Time: _____

The following areas will be inspected for out-processing and clearing the post. Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.

The term -*clean(ed) means free from dirt, stain, or impurities: unsoiled. Free from foreign matter. **Ensure you have cleaning supplies available for touch-ups as needed.**

Clearing checklist for room

- Ensure that all trash is removed from the room. Trash cans must be clean* inside and outside.
- Ensure that drawers to all furniture and/or cabinets are wiped clean* and completely empty.
- Ensure that all hangers are removed from the closets or wall lockers.
- Ensure that the room is swept properly (under beds, under furniture, etc.)
- Ensure that the room is mopped properly (under beds, under furniture, etc.)
- Ensure that the sink area is properly cleaned* and disinfected.
- Ensure that the toilet and restroom area is properly cleaned* and disinfected (to include tile walls). Mirrors must be clean* and spot free.
- Ensure that the shower or tub is properly cleaned* (to include tile walls).
- Ensure that the lights and trim boards are cleaned*
- Ensure that window, blinds and window sills are clean*
- Ensure that all furniture is wiped off. Any wax, glue or other residue must be removed.
- Ensure that the AC vents and filter are dusted and cleaned* and turned off..
- Ensure that the rug, if applicable , is vacuumed and spot free.
- Turn in key(s).

*If you were granted permission to remove SLQ furniture you must coordinate its return prior to inspection. Otherwise you will not be cleared from your SLQ.

Common Area

Note: Personnel are responsible for cleaning the common areas. If you have other SLQ resident you are still responsible for doing your part to clean the common areas. If possible, have the other resident assist you with cleaning.

- Sofas and coffee tables in applicable suites must be properly cleaned* and stain free.
- Doors, trims, baseboards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Sweep all common areas, to include under and behind.
- Remove all trash from common areas.

Personnel that are not leaving post the day they clear and need a place to stay should contact their UNIT for a Transient room for any required additional days over 3 allowed TLA day

FSBP 2020 BARRACKS Room Clearing Standards and Checklist

Building: _____ Room: _____

Appointment Date: _____ Time: _____

The following areas will be inspected for out-processing the barracks.

Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.

The term clean(ed) means free from dirt, stain, or impurities: unsoiled. Free from foreign matter. **Ensure you have cleaning supplies available for touch-ups as needed.**

Living Area

- Ensure all personal items are removed from room prior to the final clearing inspection.
- Have room keys ready to turn-over to inspector.
- Ensure furniture and/or equipment assigned to you on Hand Receipt is inventoried and accounted for.
- Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers Other residue must be removed.
- Remove all debris and dirt under the mattress and spring. (Applicable beds only)
- Ensure TV set is wiped cleaned. Dust free. Remote control present. (Applicable to WT Barracks only)
- Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
- Light fixtures will be cleaned*.
- Windows, blinds, and window sills must be clean*.
- Doors, trims, base boards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Ensure that the Air condition vents and filter are dusted, cleaned* and turned off.
- Floor rug, if applicable, must be vacuumed and spot free.
- Ensure your side of the room is swept properly, to include in closets, under and behind furniture etc...
- Remove all trash from your room. Trash cans must be clean* inside and out.
- Ensure your side of the room is mopped properly, to include in closets, under and behind furniture etc...
- Coordinate with cable, internet and phone providers to turn off service. Excessively long cable lines need to be removed.

-Continued-

Common Areas

Note: Personnel without a roommate are solely responsible for cleaning the common areas. If you have a roommate you are still responsible for doing your part to clean the common areas. If possible, have your roommate assist you with cleaning.

- Refrigerator must be emptied, cleaned* inside and out (with no spilled food; etc.) and defrosted (**leave plugged in**). Clean rubber door seals. If you have a roommate, ensure your items are removed. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present.
- Kitchen cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty. If you have a roommate, clean as above and place your roommate's items back neatly in place.
- Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (applicable models).
- Cook tops must be cleaned* using a ceramic cleaner (no black burn marks visible). No grease between the counter top and burner. Range hood and filter, if applicable, will be clean* (inside and out) with no grease or food splatters.
- Ensure kitchen counter top and kitchen sink area are properly cleaned* and disinfected. If you have a roommate clean as above and place your roommate's items back neatly in place.
- Washer and Dryer in applicable suites must be properly cleaned*, free from soap scum and lint.
- Sofas and Coffee tables in applicable suites must be properly cleaned* and stain free.
- Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned* and disinfected.
- Ensure that your personal items are removed. If you have a roommate clean as above and place your roommate's personal items back neatly in place.
- Ensure mirror, medicine cabinet, sink and vanity are cleaned* and spot free. Remove your personal items. If you have a roommate and share the same medicine cabinet, clean as above and place back your roommate's personal items back neatly in place.
- Doors, trims, baseboards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Sweep all common areas, to include under and behind refrigerator, toilet, etc.
- Remove all trash from common areas. Trash cans must be clean* inside and out.
- Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc.

Note: Soldiers not leaving USAG Red Cloud Area I, Korea the day they clear and need a place to stay should contact their Command Team for a Transient room.

UPH ROOM INSPECTIONS/ACCESS

Inspections-

- Commanders retain the authority to conduct legal searches and health and welfare inspections. ____
- Enforcing standards, caring for Soldiers, and identifying shortfalls in the function of appliances and plumbing in the rooms, safety, or living standards are among the most important responsibilities of commanders and the NCO Corps. ____
- Daily room checks are not required but are authorized per unit policy. ____
- Commanders will use their discretion in balancing the maintenance of facility standards with respect for Soldiers residence and privacy. ____
- Generally, new Soldiers should be checked or inspected daily until the NCO responsible for that Soldier can make an accurate assessment of the Soldier's adherence to standards and adjustments to a new community. ____ (N/A FOR SLQ's)
- Soldiers are not required to be present during these checks (notice of entry must be left per FSBP policy). ____
- Soldiers are normally present during legal searches and health and welfare inspections. ____

Room Access-

- SSH/FSBP and DPW Maintenance Team can enter Soldiers room without Soldiers presence and without an escort for the purpose of repairs, inventory, furnishings replacement and facility checks ____
- A Notice of Entry will be left in all rooms accessed when the Soldier is not present informing the Soldier of who was in the room, date/time and reason ____

I have read and understand the policy contained herein.

SERVICE MEMBER PRINTED NAME

BLDG/ROOM

SERVICE MEMBER SIGNATURE

DATE

(To be posted in the room assignment folder upon completion)

Daily Living Standards

1. Residents are responsible for maintaining standards of housekeeping expected of tenants in private housing of similar type and value.
2. Residents are responsible for the appearance and cleanliness of assigned room. Rooms must always be maintained in a clean and orderly fashion.
3. Furniture/permanent fixtures will be kept clean and used only for their intended purpose.
4. Refrigerators will be defrosted as needed.
5. Beds will not be slept in without linens. If mattress becomes soiled, resident will be accountable and will be charged for replacement cost.
6. Dirty clothing will be placed in suitable containers.
7. Placing items on the walls or ceiling with adhesive backing is prohibited.
8. Bathrooms will be cleaned as listed below:
 - On a weekly basis, as a minimum, residents will clean shower tiles, curtains, and commodes with a cleaner designed specifically for these areas.
 - Do not use steel wool or rough cleaning pads that can scratch surfaces.
 - There should be no soap scum or other residue left on walls.
 - Residents are required to keep all plumbing fixtures clean and operable.

Cleaning/Maintenance

All Soldiers residing in quarters are responsible for the cleaning up and self help type maintenance of their rooms. If a Soldier or their guests willfully or negligently destroys, defaces damages, impairs, or removes any part of the premises (including fixtures, facilities, furniture, and appliances) the Soldier will be held solely responsible for the damages.

*****All Clothes will be removed from laundry rooms before the next duty day and any inoperable laundry equipment will be reported to the FSBP Team immediately *****

Visitation/Quiet Hours

Soldiers residing in a room must jointly agree to a guest visiting prior to the visit. All Soldiers and guest must remain properly clothed while in common areas.

Soldiers may have visitors regardless to unit, sex, or civilian status in their rooms. Overnight stays are not authorized without Command prior consent. Cohabitation is not authorized. Although visitors are allowed, they are not permitted to abuse the facilities which are intended for Soldiers. Soldiers are not authorized to have guests under the age of 18 years old in rooms without legal guardian, except for dependents and family members. All other guests must be approved by Command and Single Soldier Housing (SSH) Leadership and are required to sign in with CQ.

During quiet hours, the rights of those trying to sleep will be respected; this means no loud talking or yelling in the hallways, balconies or rooms. The volume of stereos, television, etc., will be kept to a level audible only within the room where it is located at all times. See Below for specific times:

Hours of visitation and quiet time:

Duty days before duty days:

-Visitation 1700-2200 –Quiet time 2200-0500

Duty days before non-duty days:

-Visitation 1700-2400 –Quiet time 2400-0800

Non-duty days before non-duty days:

-Visitation 1200-2400 –Quiet time 2400-0800

Non-duty days before duty days:

-Visitation 1200-2200 –Quiet time 2200-0500

Alcohol / Drugs

Alcohol will be controlled in accordance with reference to Federal Laws and Command Policy. The Army's intent is to deglamorize the consumption of alcohol. While there are no restrictions on the type or quantity of alcohol maintained or consumed in the quarters it is up to residents to act responsibly.

Only those Soldiers age 21 or older and their guest age 21 or over may possess and consume alcohol in their quarters. Rooms where one Soldier is age 21 or over and the other resident is under 21, the Soldier of legal age becomes responsible for controlling any alcohol present in residence.

Possession and consumption of alcohol in Soldier quarters is a privilege, not a right. The unit command may revoke individual privileges, if it is abused.

No Soldier / Personnel will use, sell, transfer, distribute, introduce or offer illegal drugs to anyone residing on Government Installation.

Solicitors

Solicitors will not be allowed in quarters unless invited, registered with Charge of Quarters (CQ) and escorted by a Soldier residing in the quarters. All unauthorized solicitors/personnel should immediately be reported to FSBP Staff , CQ, Staff Duty, Chain of Command or Military Police.

Unauthorized / Prohibited Items

All contraband will be confiscated; offenders will be reported to Chain of Command for disciplinary actions in accordance with the UCMJ. The following items are not authorized in the Soldiers quarters:

- a. Illegal Drugs
- b. Racist, sexist, extremist, and violent gangs material
- c. Ammunition, explosives, and pyrotechnics
- d. Knives with fixed blades longer than 2 1/2" and pocket or folding blades with cutting edge in excess of 4"
- e. Privately owned weapons (including BB guns, Air Pistols, Paint-Ball), ammunition, and bow & arrow.
- f. Pornographic, offensive, or inflammatory material will not be openly displayed.
- g. Stickers are not allowed on walls, windows, or doors.
- h. Automotive repair parts to include but not limited to; engines, transmissions, tires and rims.

Pet Policy

No pets of any type are allowed in UH Quarters except for an aquarium containing fish of less than 10 gallons and permission of roommate in the same Unit.

Automobile - Motorcycle - Bicycles

IAW AR 420-1 (Army Facilities Management; Vehicle maintenance, other than cleaning and waxing, is not permitted on barracks premises. No automobiles, including motorcycles, ATV's, and mopeds, will be parked inside barracks, on sidewalks, grass or seeded areas. All automobiles must be properly registered and have a current safety inspection sticker, PMO will be notified of any abandoned cars in the barracks parking areas and residents will be responsible for towing charges. Soldiers will not be allowed to store automotive and motorcycle parts in their rooms. Bicycles must be disassembled before bringing them into their rooms and stored neatly. Additionally, bicycles should be locked at the bike racks provided at each barracks. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged and disposed of. Residents may keep bicycles in their room as long as they do not impede safe evacuation in the event of a fire or other emergency. Boats, RV's, ATV's, jet skis and similar equipment, including their trailers, will not be parked at the barracks area.

Fire Safety

Soldiers are required to maintain and follow all established fire, health, safety, and security instructions.

1. **NO SMOKING** in barracks room. You must be **50 feet** from building. Soldier will be charged for violating the no smoking policy. Soldier will pay for cleaning and painting of the barracks room.
2. If at any time the fire alarm goes off, you are to exit your room in a timely manner.
3. Fire extinguishers will be used for their intended purpose only. Personnel reported using a fire extinguisher for other than its intended purpose will be subject to disciplinary action.
4. The FSBP Staff will ensure all fire extinguishers are in working condition and properly inspected.

5. Flammables, no open flames, candles, incense, paints, lacquer, thinner, charcoal lighter, or other flammable materials of any kind will be stored or used in assigned quarters or closets. Such items will be used out-doors in well ventilated areas and be stored in approved storage containers. Uses of charcoal grills, gas grills, or sterno stoves are authorized only in well ventilated areas and will not be stored or used in rooms or on balconies. Soldiers may use grills in the gazebo area and must police up after their own trash.
6. Electrical Outlets: there will be no more than two appliances plugged in to any one outlet at any time. The only exception to this is if they are plugged into a power strip equipped with a circuit breaker.
7. All light switches, electrical appliances, TVs, microwaves, radios, stereos, etc., will be turned off prior to leaving the room.
8. Use of cooking hotplates and heating appliance without a UL approved automatic shut off, etc are not authorized for use in the rooms.
9. All furnishings will be appropriately arranged in rooms and common-use areas to provide proper egress in case of fire/medical emergency/evacuation. No furniture or property will be left in the exterior pathway of Soldiers rooms that would impede evacuation in case of a fire.
10. Flammables are not allowed at any time in or near residents' rooms, including fireworks, gasoline, self-starting charcoal, lighter fluid, barbecue grills, etc.
11. Use of extension cords is strictly prohibited. Only surge protectors with built in reset button is permissible. Do not overload surge protectors. Electrical items must be in working order and have no frayed or worn wires.

What Barracks Residents should do to help keep mold in check.

- Report all plumbing leaks and moisture problems immediately to Barracks Management Office.
- If condensation is present on windows for a prolonged period take steps to reduce the moisture source and/or increase ventilation. Is your bathroom exhaust fan working? Place a work order with your FSBP barracks manager if not working.
- Place a work order immediately if the A/C's drip pan overflows. The drip pan is located in the large register that is located, in most cases, directly above the refrigerator.
- Wipe off excess moisture in areas that you can safely reach, such as A/C vents, walls in bathrooms, furniture. Use a rag to wipe down those areas and wash hands afterwards.
- Insure wet clothes and other wet items are promptly cleaned and dried.
- Keep your windows closed and the A/C thermostat set between 75 and 80 degrees.
- When in doubt refer questions to a FSBP Barracks Property Manager.

Leaves /TDY/Confinement/AWOL/Hospitalization/Deployment

Soldiers departing on events greater than 30 days will conduct an inventory of their property with their first line supervisor. First line supervisor will insure deploying/redeploying Soldier's names, ranks, and gender will be provided to the Unit S-4 30 days in advance, when possible. In accordance with AR 630-10, Chapter 2-2 (Unit of assignment) sub paragraph C- Notices

the Provost Marshal within 24 hours of the Soldier's absence. Units will be required to clear all AWOL Soldiers within one week of Soldier being reported AWOL.

Access To Room

The IMCOM Legal Office has validated that access to a barracks room does not require prior coordination or Soldier notification or two party entries. Although every effort has been made to respect a Soldier residence and desire for privacy, unit good order and discipline is critical and necessary when managing barracks. Commanders are authorized to conduct both announced and unannounced Health and Welfare Inspections along with good order and discipline standard checks. Units will not conduct TA-50 or similar inspections in the barracks.

Single Soldier Housing (SSH) and First Sergeant Barracks Program 2020 (FSBP) Building Managers along with USAG-RC & Area1, Directorate of Works (DPW) maintenance teams are allowed to enter all rooms to conduct property accountability, property upgrades, facility condition checks, and general maintenance during normal duty hours. Access during non-duty hours will be for emergencies repairs and checks only.

Commanders may conduct announced command inspections or unannounced inspections by requesting access to the master keys managed at the Brigade / Separate Battalion Staff Duty or FSBP Teams. Squad Leaders, Platoon Sergeants and Platoon Leaders are not permitted to utilize master keys for routine Soldier checks. All levels of leadership can conduct checks by knocking on a Soldiers door. Soldiers that believe their leadership is violating their privacy or abusing of power should address their Chain of Command. Everyone that enters a Soldiers room without their physical presence is required to leave a "NOTICE OF ENTRY" memorandum in the room that was entered. Notices of entry will identify at a minimum the date and times of entry, reason for entry, name, duty location and contact information.

DPW Single Soldier Housing (SSH), FSBP Building Managers and Maintenance Teams will make reasonable efforts to notify Soldiers & Unit FSBP Management Teams of intent to enter so they can be present or seek two party entries when mission and opportunities exist.

Liability for Damage to Assigned Unaccompanied Personnel Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of government-issued appliances and furniture. This notice explains the rules which apply to family and permanent party unaccompanied personnel housing. You should read it carefully and keep a copy for your records.
 - a. You can be held peculiarly liable when your Government housing, appliances or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing that is, conducting an unauthorized business in the housing unit.
 - b. The Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct, in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage you are grossly negligent and will be charged for the full amount of the loss.
 - c. You are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.
 - d. Special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.
2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purchase of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.
3. When multiple parties assigned to a living area, **all** parties are responsible for damages or destruction to the appliances and government-owned furniture located in the common areas. Individuals will take an equal monetary responsibility to replace or repair the property unless determination is made for individual responsibilities. During single occupancy in 2+1 or 2+2 configured rooms, occupant will be responsible for **complete** room inventory.

I have read and fully understand the policy contained herein.

Name: _____ **Rank** _____ **Date:** _____

Signature: _____

USAG RED CLOUD - INVENTORY HAND RECEIPT
HOUSING DIVISION, AREA 1 BOX 151 APO AP 96258

Name (Full):		Signature:		POC: Single Soldier Housing (SSH) USAG-RC Area 1, Korea Mr. Pedro Saldana, Branch Chief DSN: 315-732-7506 EMAIL: pedro.saldanajr@us.army.mil
Unit:				
Pay Grade:				
Email address:				
Duty Phone:		Cell Phone:		

Camp:	Building:	Room:	Number Occupants	Key Type Electronic / Dog Tag / Reg Hard / Mechanical	Quantity
-------	-----------	-------	------------------	--	----------

Date Check-In:	Qty:	Item Name / Description:	Barcode Serial Number:	Condition:				Purchase Cost	Issued By:	Date Final Return Insp	Condition:	
				New	Good	Fair	Old				Good	Fair
		Refrigerator						\$ 284.15				
		Microwave						\$ 211.25				
		Stove						\$ 402.60				
		Bed, complete set (full size)						\$ 462.91				
		Bed, complete set (single size)						\$ 343.68				
		Chest, 6-drawers						\$ 277.00				
		Chest, 3-drawers						\$ 162.50				
		Night stand						\$ 130.69				
		Mirror, wood frame (luxury item only while supplies last)						\$ 76.94				
		Desk						\$ 243.75				
		Chair, ergonomic						\$ 265.00				
		Chair, straight w/o arms						\$ 93.75				
		Table, dining						\$ 185.26				
		Lamp, table (luxury item only while supplies last)						\$ 59.95				
		Lamp, floor (luxury item only while supplies last)						\$ 54.95				
		Wardrobe						\$ 589.00				
		TV, armoire (luxury item only while supplies last)						\$ 500.00				
		TV, stand (luxury item only while supplies last)						\$ 206.25				
		Coffee, table						\$ 170.02				
		End, table						\$ 165.19				
		Sofa, 2-seats						\$ 638.84				
		Recliner (luxury item only while supplies last)						\$ 635.85				
		Easy chair						\$ 419.89				
		Bar stool						\$ 150.00				
		Washer						\$ 359.95				
		Dryer						\$ 374.00				
		Washer/Dryer, stackable						\$ 967.00				
		Trash container (luxury item only while supplies last)						\$ 20.00				

REMARKS:

Directorate of Public Works/SSH Branch
FIRST SERGEANT'S BARRACKS PROGRAM 2020 (FSBP)
USAG Red Cloud Area I, Korea
New Soldier Brief

- **Do not** change rooms without approval from the UNIT FSBP Office.
- **Do not** abuse any of the furniture in your room or any room.
- **Do not** remove any of the furniture from any of the rooms.
- If you need a work order called in you may do so by calling the # below, or contract the UH Office so the deficiency can be repaired.
- Loss of key will result in a replacement charge.
- **Do not** play with the smoke detectors (remove, turn-off, etc).
- **Do not** play with the fire extinguishers or use them as door blocks.
- Be very cautious when using irons, or anything that can start a fire.
- Pick up after yourself inside and outside of your assigned rooms.
- If you are in a room by yourself, **always** have the room ready (furniture: beds, mattresses, wall lockers, etc) for a roommate.
- Call your unit representative to schedule an appointment to clear your room.

Your room must be clean and free of ALL personal
belonging in order to clear.

24 Hour On-call # CRC 732-8119 / Casey 732-8110
Fire Department # 911
Military Police
CRC 732-6693
Casey 730-4417
Stanley 732-5310
Appliance Repair 730-3389

USAG-RC/Casey Fire and Emergency Services Home Fire Safety Checklist/Briefing



Make Fire Prevention Your Habit “For Life”

Preventing fire in your home requires a little homework. Take about 20 minutes to inspect your home. As you go from room to room, answer the questions below.

COOKING SAFETY

- Does an adult always stay in the kitchen when food is cooking on the stove?
- Are stove tops and counters clean and uncluttered?
- Are there pot holders within easy reach of the stove?
- Are pot handles turned inward so they can't be bumped?
- Are curtains and other things that can burn well away from the stove?
- Is there a “kid free” zone of three feet around the stove when grown-ups are cooking?

HEATING SAFETY

- Portable space heaters aren't being used?
- Does your fireplace have a sturdy screen to catch sparks?
- Has your chimney been inspected and cleaned during the past year?
- Has your furnace been serviced by a professional in the past year?
- Have the filters for the furnace been changed in the past quarter?
- Are propane tanks and other fuels stored outside your home?
- Do you have and test carbon monoxide detectors on a monthly basis, only needed with fuel fired heating or cooking.

ELECTRICAL SAFETY

- Are extension cords used safely (not under carpets or across doorways)?
- Are electrical cords in good condition without cracks or frayed areas?
- Are kitchen appliances – such as the coffee maker, toaster, and microwave – plugged into separate receptacle outlets?

SMOKE ALARMS / HOME FIRE ESCAPE

- Does your home have working smoke detectors on every floor and inside or near sleeping areas?
- Are the batteries working in all your smoke detectors, and being tested on a monthly basis?
- Are all the exits in your home clear of furniture, toys and clutter?
- Does your family have a home fire escape plan that includes two exits, usually a door and window, from each room?
- Has your family picked a safe place to meet outside after you exit your home?
- Do you know the fire department emergency phone number (which should be called from a neighbor's or nearby phone once you get outside)?



1. EMERGENCY PHONE NUMBERS:

- a. Off Post: (Hangul) 119 **ENGLISH 02-1339**
- b. ON POST: **911**
- c. OFF POST/CELL PHONE: **CAMP CASEY 0505-730-5906**
CRC/STANLEY 0505-732-9117

2. EMERGENCY REPORTING PROCEDURES:

- a. Give your building name and location (ie. Viva Apts., Dongudcheon, 101-1204).
- b. Give type of fire or emergency, and situation.
- c. Follow operators' instructions.
- d. Don't hang up until told to do so, unless you are in danger.

3. WHAT TO DO IN CASE OF A FIRE:

- a. Pull fire alarm box to activate fire alarm system.
- b. No fire alarm system? Shout "Fire, Fire, Fire" as loud as possible.
- c. Call the Fire Department at the numbers listed above.
- d. Use your fire extinguisher (For SMALL fires only).
- e. Leave the building and wait for first arriving fire fighting crew, help them locate the fire.
- f. Remember P-A-S-S when using your extinguisher!
 - i. P - pull the safety pin.
 - ii. A - aim at the base of the flames.
 - iii. S - squeeze the lever.
 - iv. S - sweep the chemical agent side-to-side

4. ESCAPE TIPS:

- a. Know and practice your Fire Evacuation Plan.
- b. If you have to escape through smoke, get low and go under the smoke to your exit.
- c. Before opening a door, feel it. If it's hot, use your second way out.
- d. Use the stairs; never use an elevator during a fire.
- e. If you're trapped, call the fire department and tell them where you are. Seal your door with rags, towels etc. and signal from your window. Open windows slightly at the top and bottom, but close them if smoke rushes in from any direction.

5. GENERAL

- a. Practice safe smoking habits, never in bed, or while drowsy; and proper disposal.
- b. Keep candles away from children and pets. Put them out when unattended.
- c. Turn off the master gas control when leaving for extended periods of time.
- d. Do not overload electrical wiring, run cords under rugs or nail them to walls.

For any related questions or concerns
Contact your Local Area 1 Fire Prevention Section.
Camp Red Cloud: 732-6720 Camp Casey: 730-4011



**Single Soldier Housing (SSH)
Unaccompanied Housing (UH)
First Sergeants' Barracks Program (FSBP) 2020
United States Army Garrison (USAG) Red Cloud
Area 1, Korea**



NOTICE OF ENTRY

(for all room issues contact your management team for assistance)

BLDG _____ ROOM # _____ DATE _____

UPH BUILDING MANAGER / INSPECTOR: _____

OFFICE LOCATION: _____

OFFICE PHONE: _____ DUTY CELL: _____



SSH AREA MANAGER QA/QC: _____

OFFICE LOCATION: _____

OFFICE PHONE: _____ DUTY CELL: _____

"WHILE YOU WERE OUT"

- Maintenance was performed on your room (See Comments)
- Maintenance could not be performed on your room-Area not accessible (Contact UPH/FSBP Manager)
- Room was inspected for general condition IAW Housing Policy
- General routine or required coordinated entry (see comments)
- Other (SEE COMMENTS)

** COMMENTS _____

HOUSING SERVICES
OFFICE

Camp Red Cloud
Bldg 267

732-7487/7506

Camp Stanley
Bldg 2339

732-9147/5073

Camp Casey
Bldg 2440

730-3913/4347

Mildew



**Housing Manager's Comments on
Mold and Mildew**

**- Mold and Mildew continues to be the Garrison's
main enemy during
Korea's rainy season.**

Molds produce tiny spores to reproduce. Mold spores waft through the indoor and outdoor air continually. When mold spores land on a damp spot indoors, they may begin growing and digesting whatever they are growing on in order to survive. There are molds that can grow on wood, paper, carpet, and foods. When excessive moisture or water accumulates indoors, mold growth will often occur, particularly if the moisture problem remains undiscovered or un-addressed.

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

- The key to mold control is moisture control.

It is important to dry water damaged areas and items within

24-48 hours to prevent mold growth. If mold is a problem in your barracks or office, clean up the mold and get rid of the excess water or moisture. Fix leaky plumbing or other sources of water.

Wash mold off hard surfaces with detergent and water, and dry completely.

Absorbent materials (Such as ceiling tiles & carpet) that become moldy may have to be replaced.

**NOTE: Failure to mitigate prevention
methods may result in Mold Damage
Liability**

Ten Things you should know about Mold and Mildew:

- Potential health effects and symptoms associated with mold exposures include allergic reactions, asthma, and other respiratory complaints.
- There is no practical way to eliminate all molds and mold spores in the indoor environment: the way to control indoor mold growth is to control moisture.
- If mold is a problem in your home or school, you must clean up the mold and eliminate sources of moisture.
- Fix the source of the water problem or leak to prevent mold growth.
- Reduce indoor humidity (to 30-60%) to decrease mold growth by: venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing, and cleaning.
- Clean and dry any damp or wet building materials and furnishing within 24-48 hours to prevent mold growth.
- Clean mold off hard surfaces with water and detergent, and dry completely. Absorbent materials such as ceiling tiles, that are moldy, may need to be replaced.
- Prevent condensation; Reduce the potential for condensation on cold surfaces (i.e., windows, piping, exterior walls, roof, or floors) by adding insulation.
- In areas where there is a perpetual moisture problem, do not install carpeting (i.e., by drinking fountains, by classrooms sinks, or on concrete floors with leaks or frequent condensation.
- Molds can be found almost anywhere; they can grow on virtually any substance, providing moisture is present. There are molds that can grow on wood, paper, carpet, and foods.



MOLD FAQs



Why is mold growing in my barracks?

Mold season in Korea is from 1 May through 30 September. Molds are part of the natural environment. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves and dead trees, but indoors, mold growth should be avoided. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. Mold may begin growing indoors when mold spores land on surfaces that are wet. **There are many types of mold, and none of them will grow without water or moisture.**

How do I get rid of mold?

It is impossible to get rid of all mold and mold spores indoors; some mold spores will be found floating through the air and in house dust. The mold spores will **NOT** grow if moisture is not present. Indoor mold growth can and should be prevented or controlled by controlling moisture indoors. If there is mold growth in your barracks, you must clean up the mold **and** fix the water source problem. If you clean up the mold, but don't fix the water source problem, then, most likely, the mold problem will come back. Warm temperature (74% or above) + moisture of any kind = MOLD. Keep AC on and always keep all windows and doors shut from; 1 May through 30 September. When it first starts to grow clean it immediately!

Who should do the Cleanup?

Who should do the cleanup depends on a number of factors. One consideration is the size of the mold problem. ***If the moldy area is less than about 10 square feet*** (less than roughly a 3 ft. by 3 ft. patch), in most cases, **YOU** can handle the job yourself if the material is non porous.

Do's and Don'ts

1. **Do** Report or fix leaky plumbing and leaks in the building as soon as possible.
2. **Do** Watch for condensation and wet spots. Report or fix source(s) of moisture problem(s) as soon as possible.
3. **Do** Keep heating, ventilation, and air conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.
4. **Do** Remove excessive lint from dryer screens and vent tubes (behind machine)
5. **Do** Report all plumbing leaks and other water problems as soon as possible. Dry all items completely.
6. **Do** Scrub mold off hard surfaces with detergent or any general purpose cleaning agent and dry completely. Use gloves, mask and goggles while cleaning.
7. **Do** Keep your windows closed and the thermostat during the A/C season at 74 degrees or lower. Never turn off the HVAC system or unplug appliances during field deployments, TDYs, mid tour leave etc. When in doubt contact your respective barracks management team. The setting of your thermostat warmer than 74 degrees and or leaving a window open during mold season will lead to the growth of mold. If it is determined that this is the cause of the mold and the room must be remediated the occupant/occupants can be held financially liable for the remediation cost.
8. **Do** Wipe off excess moisture in areas that you can safely reach, such as A/C vents, walls and ceilings in bathrooms and furniture.
9. **Do** Close shower room door and turn on exhaust fan after use.
10. **Do** Check to insure your bathroom ventilation/exhaust fan is operational by placing a single sheet of paper or several folds of tissue up to the vent and if operational the ventilation fan should hold the paper/tissue in place. If not operational, report to your respective Barracks Management Team so a service order can be initiated.
11. **Do** Insure wet clothes and other wet items, such as furniture, are promptly cleaned and dried, within 24 hours.
12. **Do** Place a work order immediately if the A/C's drip pan overflows. The drip pan is located in the large register where the air filter is located.
13. **Do** Keep the laundry room door and windows closed when machines are in use, they create moisture.
14. **Don't** Leave outside doors and windows open while air conditioning your barracks including the vestibules, hallways, stairwells and dayrooms. The warm moist air from outside will condense on cool interior walls and promote mold growth and produce spores which will be easily transported to personal rooms.
15. **Don't** Block AC vents to regulate room temperature. This will throw the AC unit out of balance and create a moisture problem which helps mold to grow.
16. **Don't** Mix Clorox and ammonia when cleaning mold. This will generate toxic gases and cause serious harm to you and others. Use detergents or general purpose cleaning agent to clean mold.
17. **FINALLY, Do** Call the Area Building Management Office, if you have any questions or concerns with mold.

CRC/Jackson @ Ms. Torres DSN 732-7397

CP Stanley @ Mr. Rotger DSN 732-5073

CP Casey/Hovey @ Ms. Smithers DSN 730-3911

CHANGE OF OCCUPANCY QUESTIONNAIRE
For
UNACCOMPANIED PERSONNEL HOUSING (UPH) RESIDENTS

Occupant Name _____ Move-In Date _____

By Inspector _____ Date Called _____

You have recently occupied UPH Housing Quarters _____. In order for the staff in the Single Soldier Housing (SSH) office to improve the quality of the services provided to our soldiers, the following information is needed from all new occupants. Please take a few minutes to rate us on the following areas on a scale of one to five with FIVE BEING THE BEST.

1-----2-----3-----4-----5
Poor **Below Average** **Fair** **Good** **Excellent**

1. BRIEFING: How do you rate the BRIEFING for NEW OCCUPANTS given to you by Housing Personnel? The information you received pertained to your new quarters (Maintenance, Housing Policies and Regulations and Occupant Responsibilities).
2. SCHEDULING: Please rate the occupancy schedule given to you by Housing personnel. Did you actually get possession of the room on the date scheduled or if not, were you notified of changes in a timely manner? What reason was given for any delay (Contractor delay, shop maintenance workers delay or other reasons)?
3. CONDITION: Rate the Condition of the room (Considering that these buildings are at times very old, historic and considering that your room may or may not be recently renovated). We are trying to determine if the work done at Change of Occupancy was sufficient to make the room acceptable to you.
4. CLEANLINESS: Rate the cleanliness of the room on the day you received the key to the room.
5. PROFESSIONALISM: Please rate the Professionalism of the Housing Office Personnel Who assisted you with your assignment and occupancy of your room in _____ Housing.
6. ADDITIONAL COMMENTS:

Thank you for your assistance. We are here to our Nation Soldiers in their housing needs while stationed at _____. Your assistance will enable us to improve our services.



First Sergeants' Barracks Program (FSBP) 2020
 Single Soldier Housing (SSH)
 Unaccompanied Personnel Housing (UPH)
 UNITED STATES ARMY GARRISON
 AREA 1, KOREA
 Fact Sheet #1

"KEY REPLACEMENT / LOCKOUT"

- When a key or key core needs replacement, Soldiers and First Sergeants will no longer call the DPW Service Order Desk / Fire Station. Instead the Soldier will visit the First Sergeant Barracks Program (FSBP) Representative (FSBP Building Manager, Supply Sergeant, First Sergeant or CQ / SDO as applicable).
- A member of the unit FSBP Team will prepare a statement of charges (UPH / SSH Staff will prepare the statement of charges for all SLQ's).
- The Soldier will sign a statement of charges before the unit FSBP Team submits a hard copy service order and provides it to their respective SSH Area Manager QA/QC at the Housing Office who will process and track the service order.
- After the locksmith completes the work, a member of the UPH/SSH Office will pick up the new key from the DPW Lock Shop – Individuals can not pick up the keys. FSBP Teams with a UPH/SSH Memo can pick up the keys from the locksmith if required.
- FSBP Teams / Key Control Representative will retrieve replacement keys from Housing Office or DPW locksmith as applicable.
- FSBP Teams will coordinate a date and time with the Soldier to issue the key or replace in key box and update key control logs.
- The FSBP Team may place an order for one or more key system replacements when it is necessary to reestablish physical security to the room(s) and upon determination of liability.
- **For Soldiers who find themselves locked out after FSBP duty hours** (after 1700 weekdays, weekends, and federal holidays) Soldiers must gain access to their room by contacting the Brigade or Separate Battalion Staff Duty Desk, Charge of Quarters, First Sergeant or FSBP Building Manager responsible for their building/room. **Only Unit / FSBP Teams can unlock the Soldier's door at no cost. SLQ Residents will be charged a service call for any lockouts.**
- After hour service by Housing or DPW Locksmith will incur a cost to the Soldier or unit as applicable.
- Key and key core replacement costs include both material and labor.
 - **Key Card - \$19.92** - If a suitemate needs a key for the common area add \$1.25
 - **Hard Key - \$21.97** - If a suitemate needs a key for the common area add \$3.30
 - **Lock System Replacement – \$251.40.**
- Only when its determined that the system didn't fail and damage was abuse / neglect
- Normally when a key is lost multiple keys have to be replaced / recoded.
- Key replacement / lockouts are not considered an emergency. Housing Office, Service Desk, and Locksmith will not place orders or make keys after duty hours. In the case of the Unit / FSBP Team not being able to locate the keys to allow Soldier room entry due to simple lockout (Soldier left the key in the room) the 1SG or CSM may place an emergency room access request by calling SSH Branch Chief or direct the unit to billet the person in a transient room until the next duty day . **Room access "only" service calls cost is up to \$120.00 and requires a statement of charges.** Only the SSH Manager can call the Service Order Desk / Fire Station to place service orders under the above procedures. FSBP will initiate a Statement of Charges or Financial Liability Investigation the next duty day as directed by SSH.
- Mechanical system failures are not considered the fault of the Soldier and incur no cost for replacement or repair. These efforts are called in by the CQ and recorded in the log. When reported to SSH that the locksmith arrived as an emergency and determined the lock not a mechanical failure a retroactive statement of charges will be process immediately by the Unit/FSBP and provided SSH.

Date: _____

MEMORANDUM FOR: Directorate of Public Works (DPW), O&M Division,
Attention Service Order Desk / Locksmith Department

SUBJECT: Lost FSBP Barracks Room Key / Card

The Soldier listed below has lost his / her room key / card.

_____ This Soldier's residence has the new Card-Key device.

_____ This Soldier's residence has the traditional Hard Key entry.

_____ This Soldier's residence has the traditional Dog Tag Key entry.

The Soldier listed below is required to pay the following amount: \$ _____

The full replacement cost will be will be paid in full by DD 362 Statement of Charges.

Soldiers Name (Last, First, MI): _____

Soldiers Last Four SSN: _____

Soldiers Building #: _____ Room #: _____ Unit: _____

The Soldier listed below **has been** verified with the enterprise Military Housing (eMH) system as the resident for this room by the undersigned.

COMMENTS: _____

SERVICE ORDER # _____

Chain of Command Point of Contact for this memorandum is listed below.

Printed Name and Rank
(Only accepted with ISG or CDR actual signature)

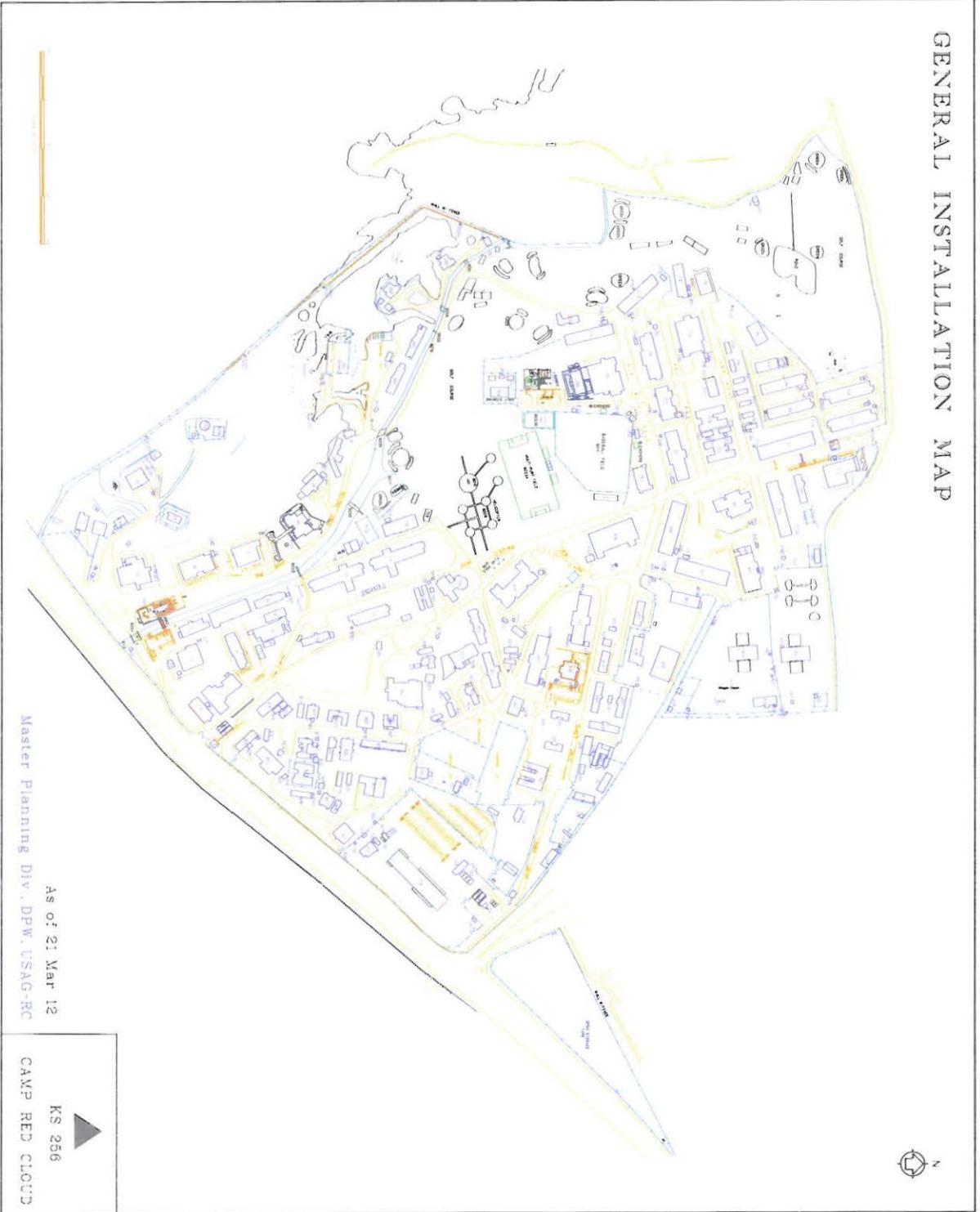
Signature

FSBP Building Manager / Key Control Contact Information / Phone:

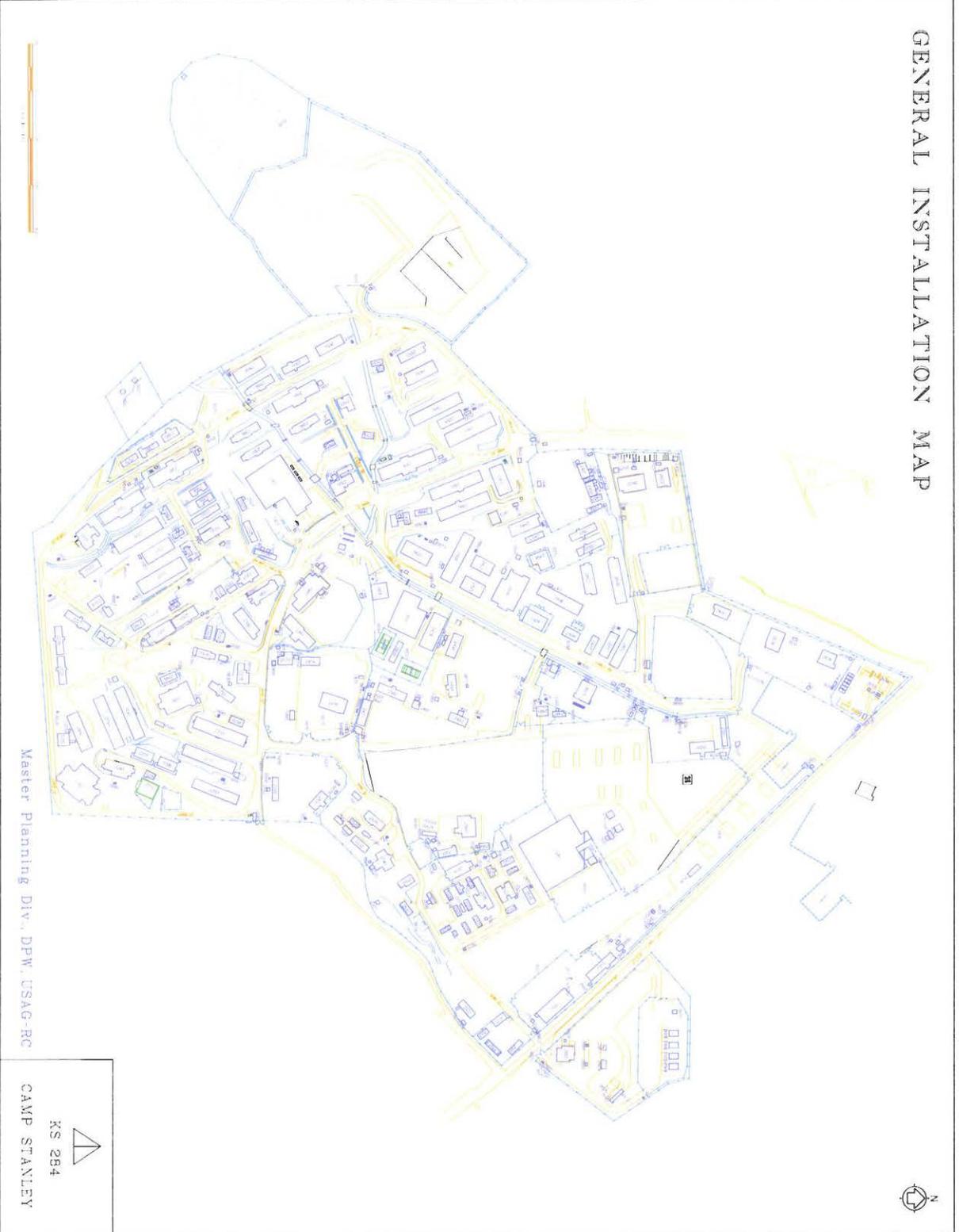
Upon Completion of efforts SSH/UPH Housing Office will retrieve these forms weekly from O&M Service Order Department to verify statements of charges were processed at Finance and report finings on Command Dashboards.

(Reference: Sample DD362 & Fact Sheet # 1 Key Replacement / Lock Out and Housing Policies)

GENERAL INSTALLATION MAP



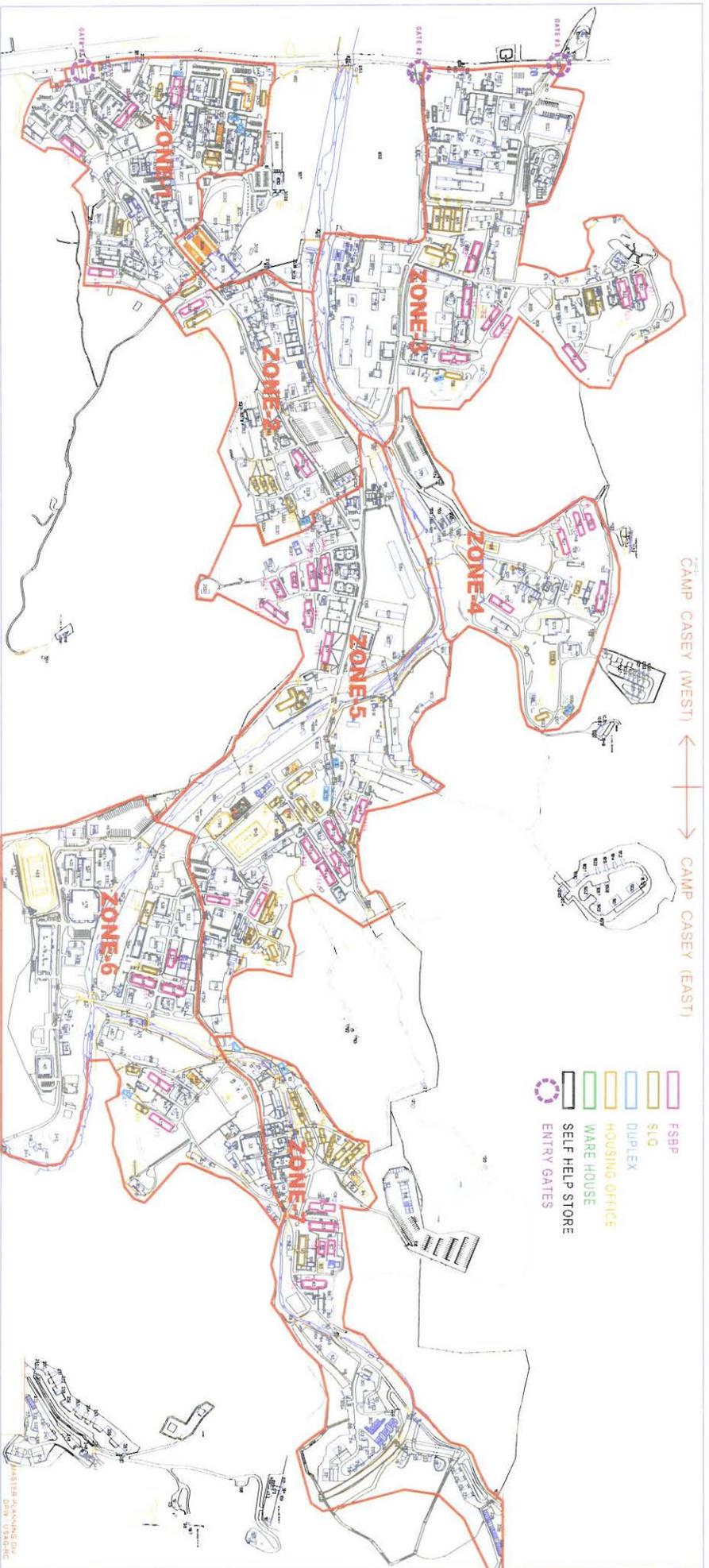
GENERAL INSTALLATION MAP



Master Planning Div., DFW, USAF-RC

KS 284
CAMP STANLEY

HOUSING ZONE



HOUSING ZONE

