

UNACCOMPANIED HOUSING (UH) RESIDENT HANDBOOK



**The mission of the 31st Fighter Wing
is to secure the base, generate combat
airpower, and be ready to deploy and
fight from home.**

AVIANO AIR BASE, ITALY

(V2; COA July 31st, 2024)

CONGRATULATIONS on your assignment to Aviano Air Base, Italy and welcome to unaccompanied housing! We are pleased to have you with us and hope your stay is pleasant. The following pages explain the Air Force's responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because Unaccompanied Housing (UH) represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

Aviano Air Base their UH campus located on Area F:



This campus is located near the dining facility, Base Exchange, commissary, mass briefing facility (Movie Theater), La Bella Vista Club, fitness center and the Military Family and Readiness Center. The campus consists of seven dorms (**1422-1428**) built since 2002, with the last dorm facility opened in 2014. Six of the buildings have 102 rooms all designed to the 1+1 (duplex) standard. Our latest dormitory has 144 rooms, with a 2+2 (quadplex) standard.

Your fellow residents take great pride in making our dormitories reflect the same professionalism they show on the job. Our goal is to provide attractive, durable, and functional unaccompanied housing that provides privacy and promotes pride, professionalism, and personal dignity.

Once again, welcome to Aviano!

Sincerely,

BRANDON C. BORNE, CIV, DAF
HOUSING MANAGER

Facts:

1. Established in 1911: Aviano AB was established by the Italian government in 1911, making it the first airport in Italy.
2. World War I Significance: During WWI, the airfield was used for missions against the Austro-Hungarian and German armies.
3. First Flight Training School: On 19 April 1911, Italy's first flight training school was established at Aeroporto Aviano.
4. Caproni Bombers: The Italian Aeronautical Corps flew Caproni bombers from Aviano and nearby L Comina airfield during WWI.
5. Heroes Pagliano and Gori: The airfield was named after Italian aviators Captain Maurizio Pagliano and Lieutenant Luigi Gori, who conducted a heroic air raid on the Austro-Hungarian naval yards in Pula in 1916.
6. NATO Base in the 1950s: In the 1950s, Aviano became increasingly important and was transformed into the NATO Aviano AB base.
7. 31st Fighter Wing: The base hosts the U.S. Air Force's 31st Fighter Wing, which is the only U.S. fighter wing south of the Alps.
8. Nuclear Sharing: Aviano AB is one of six active air bases in Europe with a surety mission.
9. F-16 Fighting Falcons: The 31st Fighter Wing includes two F-16 Fighting Falcon fighter generation squadrons, the 555th and the 510th, capable of both attack and defensive missions and the 56th Rescue Generation Squadron of HH-60s.
10. Piancavallo Ski Resort: By the end of the 1960s, the mountain area of Piancavallo near Aviano became a ski and winter sports resort.

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Section A:

GENERAL INFORMATION

The following information is provided to assist you while living on the installation. The following dormitory standards are comprehensive, but not all-inclusive; the most common areas of concern are addressed. In the absence of specific guidance, standard rules of good order and discipline will apply. We have also included helpful information on dormitory details and quick reference phone numbers to base agencies. Questions concerning dormitory standards should be addressed to your UH Management Team or First Sergeant.

PERSONAL INFORMATION

Report changes to your personal information to the UH Management Section, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, etc. as soon as they occur.

DORMITORY ACCESS POLICY

The following personnel have unescorted access to dormitories, day, or night, when on official business:

- Wing Commander
- Group and Squadron Commanders
- Command Chief
- First Sergeants
- Housing Manager
- ADLs (Airmen Dorm Leaders)
- Asset Manager
- Chaplains
- Fire Department
- OSI Personnel
- Judge Advocate
- On Duty Security Forces Personnel

CE maintenance personnel may obtain access to common areas to conduct maintenance. Close coordination with a UH manager is necessary.

DORMSNET APP

DormsNet is a two-way communication tool and is the **Primary** means to communicate with your ADL team, receive alerts, upcoming events, do surveys and submit work tasks to get items in your room fixed. Forget the endless lines to request support to the facility manager: via mobile app residents can save time by sending specific or generic requests - instantly - from any location, or from the comfort of their rooms.



DINING FACILITIES

Aviano Air Base only dining facility, “La Dolce Vita”, is adjacent to dormitories bldg. 1423 and 1428 located on Area F. Duty hours are as follows: Mon-Sun; 0600-0800, 1100-1300, 1700-1900.

LAUNDRY AND DAYROOMS

These rooms are a complement to dormitory living. They are available around the clock for your convenience and entertainment. Residents must **always keep these areas clean and orderly**. Dayrooms are not to be used as alternate sleeping area.

NOTE: Non-residents are not permitted to use the laundry room for any reason and dayrooms may be used when escorted by a dorm resident. It is everyone's responsibility to challenge everyone who may not be authorized to use these facilities.

ROOM INSPECTIONS

Group Commanders, Squadron Commanders, First Sergeants, Airmen Dorm Leaders, or designated representatives conduct monthly inspections. The Wing Commander may authorize facility inspection teams to conduct unannounced special inspections. Future inspections or visits will be posted on the dormitory bulletin boards/DORMSNET whenever possible. Rooms must always meet minimum daily standards and are subject to no-notice inspections.

FURNITURE

You will sign for the quantity and condition of furnishings in your room on an AF Form 228. You are responsible for maintaining them in good condition and returning them prior to out-processing. You are responsible for damage beyond normal wear and may be held financially liable for missing or damaged furniture at the time of your departure. Government furniture must remain in your dorm room and should not be placed in outside lockers, dayrooms, hallways, etc.

PAINTING

Residents will coordinate with UH Management before painting rooms. An UH manager will inspect rooms before and after painting. While government furnished paint is available, colors not provided by the government will be at the occupant's cost. The room must be returned to the original color and condition prior to termination.

ROOM DECORATIONS

Pictures of scantily clothed persons and pornographic material may be offensive to other individuals and are therefore unacceptable. No pictures or objects that depict or show the act of sexual intercourse, profanity, or drug use in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decorations. If United States/other national flags are displayed, residents will follow proper protocol directives for their display, avoiding any disrespect to the flag and nation. Anything deemed offensive or questionable is subject to removal by UH Management, First Sergeants, or Commanders.

ROOM EXTERIORS

Profanity or other lewd messages are not authorized on individual room or common area message boards.

SMOKING

The use of tobacco products (to include e-cigarettes) in the dormitory campus areas on Aviano AB is strictly **PROHIBITED**. This

includes all individual rooms, laundry rooms, dayrooms, kitchens, elevators, grounds, walkways, stairwells, and parking lots. Dorm residents may smoke only in designated smoking areas (Dorm pavilions).

DRINKING

The legal drinking age on base is 18 years of age. Glass bottles are prohibited at all outdoor events on base. You may only consume alcoholic beverages on base within facilities authorized to serve alcohol to include picnic areas, dormitories, and at squadron or wing events (such as hail and farewells or 31 FSS-sponsored social and sporting events). You may not walk to and from events, buildings, facilities, etc., while possessing an open alcoholic container, including, but not limited to, an open glass or plastic bottle, can or cup. You may not enter or leave the base while possessing an open alcoholic container.

For more information on consumption of alcohol refer to AVIANO ABI 90-502, Section 15, Consumption of Alcoholic Beverages/Open Containers.

POWER SUPPLY

The power supply is 220 volts and 50 cycles (U.S. has 110 volts and 60 cycles). What this means is you will need to check all your appliances to see if they convert from 110V to 220V. If they do, you will simply need an adapter for the plug. If not, you will need to use a transformer. A single transformer will be issued to each resident. Additional transformers can be purchased from local AAFES stores, thrift shop, and from departing service members. Appliances that use more than 1,000 watts are prohibited in the dorms. Remember, the transformer is changing only the voltage not the cycles. This means that clocks will not keep accurate time.

VEHICLE PARKING

Designated parking spots are allocated around the dormitory campus. Motorcycle parking is separate and all residents who own bikes should ensure that they only park in these spaces. Curbside parking is strictly prohibited, and any vehicles parked where they do not belong will be reported to Security Forces.

STORAGE ROOM LOCKERS

Storage room lockers are located on the first and second floor of each dormitory. **Storage lockers will be locked at all times.** Residents must provide their own locks. Residents may decline a storage locker if it is not needed. If additional storage is required, see a UH Manager. Unused lockers will be issued on a first come, first serve basis.

The following items may not be stored in lockers:

- Hazardous/Flammable materials
- Room furniture
- Trash of any kind
- Food (except canned goods)
- Charcoal
- Weapons

This list is not all inclusive and any item the dorm manager deems unsafe or inappropriate for storage will be required to be removed.



Fact:

10% of Americans own fish as pets.



IAW Aviano Air Base Instruction 48-101 paragraph 2.1.2, *In dormitories, fish aquariums (20-gallon container or less) are permitted but must be kept clean. Dogs, cats, small mammals, dangerous fish or reptiles, other unusual pets or insects, or wild animals are not permitted in dormitories under any circumstances.*

Small tropical, beta or goldfish or one small turtle are the only pets authorized in the dormitories. Keep tanks and bowls clean and odor free. A 20-gallon fish tank is the maximum size allowed. Do not mount tanks to the walls or hang the tanks from the ceiling. Damage caused by aquariums will be the occupants' responsibility.

In the interest of maintaining a hygienic and safe living environment, the dormitory policy strictly prohibits the introduction

of any domestic or exotic animals within the premises by residents or their guests. Furthermore, to mitigate the risk of odors, communicable diseases, and potential infestations, the provision of food and drink to any undomesticated animals on campus grounds is expressly forbidden.

CLEANING EQUIPMENT/SUPPLIES

Vacuum cleaners are available upon request. Items must be signed out and returned immediately. **DO NOT STORE THESE IN YOUR ROOM!**

UH Management provides cleaning supplies to Bay Orderlies to maintain common areas.

BAH ENTITLEMENTS/WAITING LIST

Per AFI32-6000 Ch. 7, UH facility constructed and designated for use by permanent party personnel in the grades of E-1 through E-3, and E-4s with less than three years of service. Unaccompanied Housing Management maintains a base-wide BAH waiting list of Priority 2 members desiring to relocate off base with BAH. The Housing Office may authorize BAH to Priority 2 personnel (all grades) on the BAH waiting list, senior member first, when utilization of total space required (Priority 1 and 2) personnel exceeds **95%**.

TELEPHONE AND INTERNET

Residents who desire a personal cellular phone can simply stop by the AAFES Cellular Phone store located in the BX to initiate a contract.

Landline telephone and internet installation are available at resident's expense. If you desire a landline telephone or internet connection in your room, your first stop should be the Cellular Phone store in the BX. The store will advise you the types of services available and will negotiate a contract with you. All dorms are wired for any combination of landline telephone and/or internet service.

Alternate Internet Options. You may also use X-Connect for your internet. Simply plug a LAN cable into the proper wall outlet and into your computer. Navigate to the internet and create an account. If you experience any issues or need help, you can call: 800-141-723. If you desire, you may also purchase a Mobile USB Internet Key. The Cellular Phone store can provide you with information to include hours of service per month using a SIM card or a pre-paid card where you can add minutes as needed.

CABLE TV INSTALLATION

AFN is provided in all rooms and dayrooms.

SELF HELP PROGRAM

Self-help work in military dormitories must be relatively simple and designed primarily for occupant benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. All self-help work requires completion of an AF Form 332, Base Civil Engineer Work Request, with coordination as directed by the UH manager. No work will be accomplished until this procedure has been followed and approval received.

Self-help improvements may be donated by the occupant and accepted by the AF when workmanship and aesthetics meet acceptable construction standards. When removal of the self-help improvements is required, occupant rooms must be restored to their original configuration prior to termination of quarters.

Fact:

The average renter has \$20,000 of personal items that would not be covered under a landlord's policy.

PERSONAL PROPERTY INSURANCE

Secure your room and high-cost items whenever you are away from your room at all times. You may want to obtain personal property insurance to cover your personal belongings in case of fire, theft, etc. Contact an online insurance agent for information and to answer your specific questions.

SECTION B:

AIR FORCE RESPONSIBILITIES

SERVICES

The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection, grounds maintenance for common areas and snow removal from streets.

INITIAL INSPECTIONS

The UH manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of assignment. Together you will identify all discrepancies associated with the room and appliances on AF Form 228, Quarters Condition Inspection Report.

MAINTENANCE AND REPAIR (M&R)

The Base Civil Engineer has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, place a work-task request in DORMSNET(download with QR codes below). For emergencies during non-duty hours, contact DSN 632-7928 or Commercial 335-183-7928.



SERVICE RESPONSE

There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

Service Call Response Time	Defined As
Emergency Respond within 24 hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent Respond within 7 workdays	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property but would soon inconvenience and affect the health and well-being of the residents.
Routine Respond within 30 workdays	Work of a routine nature that does not meet the criteria of emergency or urgent.

LOCKOUTS

All residents are briefed regarding lock-out procedures upon assignment. Lockout procedures are posted on bulletin boards in each dorm.

REPLACEMENT OF LOST/STOLEN KEYS

You are responsible for the cost of replacing lost, broken, or stolen keys. A new key will be issued once the DD Form 139, *Pay Adjustment Authorization*, has been signed by the member. A \$30 key replacement fee will be charged for all lost or stolen keys. Malfunctioning keys will be replaced free of charge. Replacement keys are made only during normal duty hours. The UH Management will assist you with payment procedures.



EXTERIOR BUILDING AND GROUNDS CARE

As a UH resident, you are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door. This includes sweeping or vacuuming the hallway or walkway around your room.

SNOW REMOVAL

The Base Civil Engineer is responsible for removal of snow from roads and parking lots.

INSECT CONTROL

Residents are expected to take preventive action to control insects. Keep food in sealed plastic containers, remove trash and garbage from rooms daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. Control measures may be taken by using commonly available commercial insecticides. If infestation occurs that is beyond resident control report it to UH Management.

APPLIANCES

Ranges, refrigerators, and dishwashers, if installed, are government-furnished, and serviced. They are assigned by serial number and verified at check-in and termination inspections. The UH manager will demonstrate the proper operation of the appliances provided. If there are any problems, notify UH Management immediately. Please do not attempt repairs or adjustments yourself.

LAUNDRY FACILITIES (WASHERS AND DRYERS)

Washers and Dryers are located on the second floor of buildings 1422-1427. Laundry rooms may be accessed using your room key. Please do not prop the door open as off-base personnel are not authorized to use the dormitory laundry facilities. If residents suspect use by unauthorized persons, they should report this immediately to UH Management and/ or their First Sergeant.

Washing with full loads is recommended to conserve energy. Overloading causes damage to the machine. Residents must clean the dryer vent after each use. Residents will use common courtesy by not leaving unattended laundry in the washers or dryers for extended periods of time. Unattended laundry will be collected, contact your UH Management if your clothing has been removed. Residents having a problem with appliances should contact UH Management.

FILTERS

Filters for vent hoods above stoves are provided as needed. Please contact your UH Manager for replacements.

SECTION C:

RESIDENT RESPONSIBILITIES

These are mixed-gender dormitories with different branches of the Armed Forces sharing these facilities. Each resident accepts the responsibility to conduct themselves in a proper manner as not to disturb others or abuse and/or cause destruction to the facility or its furnishings. *Loud*, boisterous, foul, or abusive language will not be tolerated. Do not conduct yourself in a way to bring embarrassment to the military, other occupants, or yourself. Residents shall acknowledge in writing their responsibilities and liability at the time of assignment and termination. The conditions of their room will be validated at both assignment and pre-termination or final inspection. Residents shall maintain dorm rooms in clean, orderly, and safe condition at all times.

UNIT SECURITY

Always ensure your room is locked and windows secured when you leave your room. DO NOT hide your key anywhere outside your room. DO NOT block/modify the locking mechanism on the door with a foreign object to prevent closure.

SOCIAL VISITS

All guests must be at least 18 years old, be always escorted and are prohibited between hours 2400–0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized. Please plan arrangements with Lodging for visiting family members and friends.

NOISE CONTROL

The dorms are a 24-hour quiet zone. Excessive noise, from any source, such as stereos, musical instruments, televisions, etc., that can be heard beyond the limits of the occupant's room at any time is strictly prohibited.

If loud noise occurs, try to resolve the problem at the lowest possible level by politely asking the violator to reduce the noise. For problems that cannot be resolved, report the date, time, and room number to UH Management. Note, First Sergeants and Commanders of habitual violators will be notified; upon their discretion, the violator's speakers or entire stereo systems can be confiscated for a minimum of 30 days.

LEAVE OR EXTENDED TDY TO INCLUDE DEPLOYMENTS

Dorm residents will inform the UH manager of Temporary Duty assignments (TDY) or deployments or other absences longer than 3 days. This will ensure that your room is periodically checked for water leaks, mold, or vandalism. Due to unscheduled electrical outages and to prevent damage to the refrigerator, ensure time sensitive food is disposed of prior to departure. During winter months, leave the heat set on low during your absence. **It is strictly prohibited for occupants to designate any individual to reside in their quarters while the occupant is absent.**

MAINTENANCE AND REPAIR (M&R)

Occupants shall be responsible for such routine maintenance, minor repair, and housekeeping as would be expected of tenants in private housing of similar type and value. Promptly notify the UH manager, during normal duty hours, of any defective, broken or malfunctioning, equipment, or fixture.

DSN: 632-/9433 (1422)/9434 (1423)/ 9435 (1424)/9436 (1425)/9437 (1426)/9439 (1427)/9440 (1428)

Email: 31fw.dormmanagers@us.af.mil

For emergencies, during after duty hours, contact CE at DSN 632-7928 or Commercial 335-183-7928.

DAMAGES

You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH manager can fully explain your options to repair or replace damaged items and the method of payment.

REPAIR COSTS

The following list of most commonly damaged and destroyed items is not all-inclusive but shows typical costs. Costs may vary, depending on circumstances. Costs include labor and materials:

Damage	Estimated Cost
Broken Window	\$150 - \$400
Torn Window Screen	\$75 - \$150
Hole in Wall	\$50 - \$100
Broken Door Lock	\$100 - \$450

REFUSE COLLECTION AND DISPOSAL

Residents must follow all current recycling laws. Residents will not leave trash outside of doors or in dormitory common areas. Residents will use the properly marked dumpster to dispose of their trash.



*Aluminum
cans /glass*

Food waste

Cardboard /paper

Dry mixed waste

*Plastic bottles /
wrappings*

DO NOT LEAVE TRASH ON THE GROUND IN THE DUMPTSER AREA.

Place room trash and garbage in the dumpsters provided daily. Exterior garbage cans are provided and are used for minor trash or litter, not room trash. Personal dayroom garbage is to be taken to the dumpster or thrown out with room trash. Utilize the recycling containers at each pavilion when using that area only! ***All Refuse Collection Area's (dumpsters) have 24/7 surveillance! Offenders will be reported to local authorities and could pay up to €2,000 in legal fines.***

Large recyclable items must be taken to the Base Recycling Center (BRC) located next to Building 1019.
Open Monday – Friday 1300–1600.

RECYCLING OF TIRES AND BATTERIES

Automotive tires and batteries are to be properly disposed of through the Aviano Auto Hobby Shop (Building 1464). Duty hours are as follow: Monday-Friday 0900-1700, Saturday 0900-1300 and Family days CLOSED. All other types of batteries must be disposed of in properly marked receptacles.

VEHICLE REPAIRS

Repairs to vehicles are not authorized in the dormitory campuses or parking lots. EXCEPTION: Emergency repairs to recharge/replace batteries or change flat tire.

BICYCLES

All bikes will be secured and labeled with an Aviano Bicycle Permit tag. All bicycles will be stored in the bicycle racks located in the ground floor breezeway of each building or residents may choose to keep bicycles in their assigned room (not shared area) as long as they do not impede exit in case of fire. Bicycles will not be stored in stairwells, public balconies, vehicle spaces/poles, on walkways nor to trees. Semi-annual bicycle round- ups will be conducted to remove any bicycles that are not secured or are not displaying an Aviano Bicycle Permit tag. Bikes will be held for 30 days. If not claimed during that period, it will be disposed or donated.

*Immediately report any theft to Unaccompanied Housing Management. *

WATER

Use of water is limited to normal daily consumption.

Excessive use results in increased costs and depletion of the source of supply.



Fact:

The average American uses about 80-100 gallons of water per day. The largest use of household water is flushing the toilet, and after that, taking a shower.

ENERGY CONSERVATION

All personnel shall conserve energy. When not in the room turn off all lights and electronics and unplug transformers when not in use.

HEATING/COOLING

Adequate heat/cooling is provided if doors and windows are not left open for extended periods of time. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. Hot/Cold temperature range deemed emergency for space heaters and portable AC units.

There is a possibility that the heat in your room could require repair at some point during your time at Aviano. Ensure that you report this immediately to shorten the amount of time you are without service. Do not leave the problem unreported and purchase a space heater/portable AC. Only space heaters/portable AC provided by UH Management is permitted in the dormitories.



ELECTRICITY

An organized effort must be expended to conserve electricity by eliminating unnecessary use. Minimize the use of all electrical appliances and lights, especially during the peak demand periods of 0900-1130 and 1400-1900. When vacating residential rooms, unplug irons and turn off all appliances, transformers, and room lights.

Fact:

The average American household uses 10,896 kilowatt hours (kWh) of electricity a year. That's 908 kilowatt hours per month, 15% of that goes to powering lights!

SECTION D: CLEANING STANDARDS

These responsibilities are to be shared with your roommate(s) especially in the common areas. Maintain a positive attitude and work together on these minor, but important tasks, to avoid failing your room inspections. Rest assured-your First Sergeant will appreciate your efforts.



DAILY

- Make beds neatly. For sanitary reasons, the use of bed sheets is mandatory. You may not sleep on a bare mattress. If it is determined that you are not using bed sheets, you may be charged for cleaning or replacement of the mattress.
- Empty and clean waste cans. Trash will not be left outside the room but taken to the centralized trash bins. Do not put room trash in common areas.
- Waste cans must have a plastic liner to prevent unpleasant odors in your room.
- Place dirty laundry in a hamper or a laundry bag.
- Clean the walkway area directly in front of your room.
- Store clothing neatly in closets or drawers. Open closets are subject to inspection.

WEEKLY:

- Clean and neatly arrange sinks and countertops. Do not use scrub pads to clean sinks or countertops as they may scratch the surface and cause permanent damage.
- Remove soap film, limescale and mildew from shower walls, doors, and faucet handles.
- Clean the entire toilet with a disinfectant type of cleaner.
- Sweep and mop the entire room, to include under the bed.
- Clean all mirrors and chrome furnishings.
- The microwave interior and exterior surfaces must be free of dirt, grime, or visible stains. This also includes the stovetop area. Ensure the microwave and stovetop is free of visible streaks.
- Wipe down the inside and outside of refrigerators to remove grease, grime, and food particles.

MONTHLY:

- If needed, defrost refrigerator. Do not use a sharp instrument to chip away ice and frost when defrosting. Clean door seals and ensure coils are free from dust, cobwebs, and dirt.
- Check to ensure air filters and vents are free of dust, dirt, grease, and cobwebs.
- Remove cobwebs, stains and visible dirt from all walls and ceilings.
- Remove dust, cobwebs, and visible dirt from light fixtures, curtains, and blinds.
- Dust all shelves and furnishings and arrange all items neatly.
- Clean the window(s) leading into your room-inside and outside.

SECTION E:

FIRE PROTECTION

The fire department is responsible for instructing residents on the procedures to follow in case of fire. All residents will receive a briefing on fire prevention instructions during in-processing/assignment to room.

FIRE EVACUATION PLAN

A dormitory fire evacuation plan has been posted on dormitory bulletin boards and inside each dorm common area showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Residents are responsible for understanding escape plans and practicing escape routes.

EMERGENCY EVACUATION

In the case of an emergency evacuation alarm, **ALL DORMITORY RESIDENTS AND THEIR GUESTS MUST IMMEDIATELY EVACUATE THE DORMITORY**. This alarm may be a loud siren, bullhorn, and/or door pounding. Failure to immediately respond on your part can result in disciplinary action.

The following procedures need to be strictly implemented when evacuating the dormitories during exercise/actual emergencies:

- While exiting, use the buddy system and alert others by pounding on doors. Proceed to the nearest designated safety zone and standby for further instructions. The emergency response team or person in charge will designate the safety zone.
- UH Managers will conduct a head count, when required. In case a UH Manager is not available; a dorm resident must take charge of the situation and report status to rescue personnel.
- Dorm residents and their guests may re-enter dormitories only when given the “**ALL CLEAR**” sign from the emergency response personnel.

FIRE EXTINGUISHERS

Fire extinguishers are located throughout the dormitory. The fire extinguishers are for firefighting and not for horseplay. UH Management will be notified if residents notice an extinguisher that is over or under charged or has been discharged or damaged. Persons misusing fire extinguishers will pay for recharging.

SMOKE DETECTORS

All occupants must evacuate the dorm if an alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ and will not be tolerated. Inspection, testing and maintenance of smoke detectors are performed by the fire department. If residents test the detector, the fire department will receive an alarm at the station.

TAMPERING WITH FIRE EQUIPMENT

Tampering with fire equipment (fire extinguishers, smoke detectors, sprinkler systems, etc.) is a violation of the Uniform Code of Military Justice (UCMJ) and will not be tolerated. Do not tamper with, remove, or self-test smoke/fire detectors located in dorm rooms. Report any problems with the smoke detectors to UH Management immediately.

Keep all material a minimum of 18 inches from light fixtures, heat sources, and smoke/heat detectors. Do not tie objects from or on the sprinkler systems located in the ceiling.

FIRE REPORTING

In the event of a fire, residents must notify the base fire department. Residents will provide the fire alarm operator with name, dormitory number and street if known. Residents must not hang up until told to do so. All fires will be reported.



FIRE REPORTING

In case of a fire in your room or UH facility: Immediately notify the base fire department at 0434-30-8911 or from a DSN line dial 911.

Give the fire alarm operator your name, dorm number and street.

Do not hang up until you are sure the information has been received correctly.

REPORT ALL FIRES, REGARDLESS OF SIZE.

FLAMMABLE STORAGE

Flammable items are prohibited in all areas of the dormitories to include storage lockers. This includes, but is not limited to gasoline, kerosene, incense, charcoal and/or lighter fluid for barbecues/outdoor cooking.

COOKING AND COOKING APPLIANCES

Cooking is permitted in government provided kitchens to include dayrooms. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. **NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN!** Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Hot plates, toaster ovens and convection ovens are **NOT** permitted. The only appliances allowed in dormitory rooms are:

Coffee pots, small toasters, air fryer, hot air popcorn poppers, and microwave ovens using less than 1000 watts each. Note: The use of power strips with surge protection is highly recommended.

Electrical cooking appliances other than microwaves are prohibited. The only exceptions are the two-burner stovetop.

BARBEQUE GRILLS

Outdoor cooking will be confined to the pavilion areas. Personal grills are not allowed.

EXTENSION CORDS

Extension cords must be of continuous length without splices and must have the approved European and American code specifications. Extension cords must not represent a tripping hazard. All cords will be positioned in a manner that will not pose this threat: they will not be secured to walls, placed under floor coverings or through holes in walls, floors, or ceilings.

CANDLES AND INCENSE

Burning incense, candles or any similar source of open flame is **STRICTLY PROHIBITED**.

SPACE HEATERS/PORTABLE AC

Only space heaters/portable AC units provided by UH Management is permitted in the dormitories.

HOUSEKEEPING

Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

Additional questions on fire prevention should be directed to the base Fire Department at extension 632-5381.

SECTION F:

SECURITY FORCE

The Commander is responsible for controlling and safeguarding base property. When notified, the security forces will investigate incidents under their jurisdiction. All inquiries concerning law enforcement to Security Forces at 632-7200.

PARKING

- **Strictly No Parking** on grass, seeded areas, dirt patches, or the 1428 Main Pavilion Access Road. Sidewalks are also off-limits for parking.
- **Crosswalks, Fire Lanes, and Hydrant Proximity:** Parking in crosswalks and fire lanes is prohibited. Additionally, vehicles must not be parked within 15 feet of a fire hydrant.
- **Motorcycle/Moped Parking:** Designated motorcycle parking areas are provided and must be used. Parking under gazebos, dormitory staircases, or on sidewalks is not permitted for motorcycles/mopeds.
- **Vehicle Condition:** All vehicles must be operational and in good working condition. Non-operational or abandoned vehicles are subject to towing.
- **Designated Parking Spaces:** Vehicles must be parked within outlined spaces to ensure orderly parking and traffic flow.

ENVIRONMENT

It is prohibited to pour engine oils, engine coolants, car grease and other similar products in the trash or on the ground, drainage system, or plumbing systems.

WASHING VEHICLES

Washing vehicles on dormitory premises is strictly forbidden.

RECREATION VEHICLES

Storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc.; will be stored in designated areas. For information contact 31 SFS/S5XP.

VISITOR RECEPTION

Residents expecting visitors must visit the Visitor Control Center located at gate 9 prior to the guests arriving, with the following information: name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on Aviano AB and its housing areas. Overnight passes are no longer provided at the Visitor Control Center.

FIREARMS/WEAPONS/FIREWORKS

Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory and punishable under Article 92, UCMJ. No weapons of any type will be stored or displayed in resident rooms. This includes bows and arrows, martial arts weapons, knives with blades longer than 3 inches (unless designated for food preparation), and any type of display sword, whether or not the blade can be sharpened. All types of guns designed to propel a missile (pellet, bullet, paint ball, etc.) whether by air, gas, or other means, are prohibited. Items such as stun guns are prohibited.

EXCEPTION: Bayonets issued to dormitory residents for official duty may be allowed in rooms.

SECTION G:

GOOD NEIGHBORS

UH living and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

OCCUPANT COURTESY

Courtesy within the dormitory community is expected. The individual's First Sergeant or squadron commander will resolve conflicts between residents.

NOISE CONTROL

Don't assume your neighbors enjoy the same type of music or television programs you do—please keep the volume down inside and outside your room. With shift workers living in all dormitories, modified quiet hours are 24 hours a day. Commanders or First Sergeants are authorized to remove or order the removal of equipment or instruments from the occupant's room if excessive noise is not corrected.

Fact:

The decibel (abbreviated dB) is the unit used to measure the intensity of a sound. A normal conversation is about 60db whereas a jet engine is 120 db. Now that's a difference!

PARTIES AND SOCIAL GATHERINGS

Parties and other social gatherings are permitted; however, consideration must be taken into account for residents who are sleeping due to shift work. Residents are responsible for cleaning up after any social gatherings. All dayroom furnishings will be restored to their original order. Furnishings will remain in the rooms in which they were intended for. Dispose of trash properly. The Enlisted Club, Community Activity Center, and Area D are available for parties. Make reservations through the applicable agency in charge.



SECTION H:

SPECIAL CLIMATIC CONDITIONS

WEATHER

The temperatures in Italy are about what they are in much of the United States. It ranges from a low of about twenty degrees Fahrenheit in the winter to around ninety degrees in the summertime. Ensure that you dress appropriately according to the weather. Local weather information can be obtained via AFN television or AFN radio.

When inclement weather prevails, please ensure that you use the handrails provided for safety. The walkways can become slippery, so we stress that you use caution to avoid injury.

ICY ROADS

Roads that are particularly susceptible to ice in cold weather are clearly marked by signs; however, you should use extreme caution on all roads in the winter to avoid icy conditions. Roads in Italy are composed of different material than those in the United States and as such are more slippery even in the most optimal conditions. Care should be taken in areas that are shaded by trees and do not receive direct sunlight. Remember, icy roads are almost impossible to detect before it's too late. Drive defensively.

Fact:

On average there are over 200,000 crashes each year due to ice and snow in the US.



SECTION I:

COMMUNITY RESIDENTIAL ACTIVITIES

“DORMITORY ROOM OF THE QUARTER”

First Sergeants/Airmen Dorm Leader from each squadron/dorm to submit one resident to be inspected. The list of nominees is compiled, and all rooms are inspected with the Dorm Inspection Team.

The Inspection team will choose one individual room winner based on nominations submitted by the First Sergeants. The winner receives a 1-day pass and presented an award certificate.



DORMITORY COUNCIL

Each squadron is encouraged to have their own dormitory council active within their allotted building. The dorm council discusses any potential issues that may be relevant to your building and is your venue to make changes in the way you get to live here. To become a member just contact your squadrons point of contact and attend any one of their meetings. Additionally, the wing occasionally hosts “dorm town hall” meetings in which airmen are encouraged to attend to voice their issues to the Installation Command Chief in a professional forum.

INSTALLATION DORMITORY COUNCIL

The Installation Dormitory Council meets quarterly and is chaired by the Installation Command Chief. The Council serves as the communication link between the squadron dormitory councils and wing leadership to promote and garner support for improving dormitory life for all residents.

The goals of the Council are to improve quality of life for dormitory residents, address concerns/issues associated with dormitory living environments, empower residents to be responsible and accountable for occupancy standards and living conditions, gather information and to advise leadership about the “health” of dormitory life and to acquire support from the Commander for initiatives proposed by the squadron councils.

Membership:

- Installation Command Chief – Chairperson
- Airmen Dormitory Council Presidents/Vice Presidents
- First Sergeants
- Housing Manager
- UH Superintendent
- Airmen Dorm Leaders

BAY ORDERLY

UH Management is responsible for managing a Bay Orderly program that ensures the UH campus common areas are maintained to a cleanliness standard consistent with local policies. Bay Orderly is comprised of residents detailed by their assigned units to perform required duties. All dorm residents will eventually have to perform Bay Orderly.

The Bay Orderly schedule normally runs from Monday to Sunday 0830-1630. When notified by your First Sergeant or supervisor, you will report to Bldg. 1428 main pavilion. You will receive a briefing from UH Management outlining your responsibilities during this up to **14-day detail**.

Once assigned this detail you will report and work directly for the UH Management. You cannot be relieved from your duty unless directed by your First Sergeant, who will promptly provide a replacement before you are released.

SECTION J:

TERMINATION OF UNACCOMPANIED HOUSING

GIVING NOTICE

We require **30 DAYS' NOTICE OF TERMINATION** (exception of short notice PCS). When you know you are leaving, please do not wait for orders. It will be important for you to know the date TMO is scheduled to pack your household goods. Call or visit the UH Management Section for departure arrangements. If you notify UH management promptly, they can schedule your prefinal and final inspections at your convenience and theirs and can help more with your upcoming move. Obtain information about the community at your next assignment from the Military Family Readiness Center or Housing Office.

PREFINAL 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 management also identifies normal maintenance and damages above normal wear and tear. UH management will provide a cleaning checklist and can discuss your individual cleaning requirements.

FINAL INSPECTION

This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pretermination inspection.

SECTION K:

USEFUL TELEPHONE NUMBERS FOR

DORM RESIDENTS:

Ambulance (On-base):	911 / 0434-30-8911
Off base Ambulance:	112
Base Operator:	632-1110
Chaplain:	632-5211(*After Hours Call Comm. Post)
Command Post (Emergency Situations):	632-3100
Crime Stop (On Base):	632-7114
Crime Stop (Off Base):	0434-30-7114
Fire:	632-5381
In/Out Processing:	632-5404
M&FRC:	632-5407
Housing/ FMS:	632-2272
Aviano Motor Veh Regist:	632-4858 / 632 - 7921
Post Office:	632-4086 / 7118/7119
TRICARE /MED appt:	632-5000 / 5792
Patient Liaison:	632-5408
Medical Records:	632-5309
Mental Health	632-5321
Red Cross (After duty hours call Vicenza 0444-517111 or DSN 634-7111)	632-5576
SAPR 24/7 Hotline	632-7272 (COMM: 0434-30-7272)
SATO:	632-5646
TMO Inbound/Outbound:	632-1709
Legal Office:	632-8901
Passport Office:	632-4718
Lodging:	632-4040
VPC (Off Base):	043-065-1106
Finance:	632-2274
Community Bank:	632-1988