UNACCOMPANIED HOUSING (UH) RESIDENT

Deter, Defend, Develop!

Aviano Air Base, Italy

Welcome to Aviano Air Base! It is our sincere hope that your stay here will be a pleasant one.

This brochure has been prepared to explain the Air Force's responsibility for your dormitory campus, as well as what is expected of you. It will answer many of your questions. If after reviewing this brochure you still have questions, please feel free to contact your Unaccompanied Housing (UH) Dormitory Management who will be happy to assist you.

If you treat fellow residents with respect and you are considerate, we assure you, your assignment will be enhanced at all levels. Because Unaccompanied Housing represents a substantial investment by the Air Force, as well as taxpayers, we must diligently work together to care for the dormitory campus.

The dormitory campus is located near the flight line/Area F. The campus is conveniently located near the dining facility, Base Exchange, Commissary, Mass Briefing Facility (movie theater), La Bella Vista Club, Wyvern Fitness Center and the Airman and Family Readiness Center. We have seven dorms built betweem 2002 and 2014. Our newest dormitory has 144 rooms, constructed to the Dorm for Airmen (D4A) standard--four bedrooms with private bathrooms and common use living and kitchen area. The other six dormitories each have 102 rooms and are constructed to the 1+1 standard--two bedrooms with shared bathroom and kitchen area.

Our goal is to provide attractive, durable, and functional unaccompanied housing that provides privacy and promotes pride, professionalism, and personal dignity.

DORM MANAGEMENT

Fact:

The Italian government set up Aviano Air Base back in 1911.

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SECTION A

GENERAL INFORMATION

The following information is provided to assist you while residing 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 the your Dorm Management Team or First Sergeant.

A.1 PERSONAL INFORMATION

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

A.2 DORMITORY ACCESS POLICY

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

- Wing Commander
- Group and Squadron Commander
- Command Chief
- First Sergeants
- Capital Asset Manager
- Installation Management Chief
- Fire Department
- OSI Personnel
- Judge Advocate
- On-duty Security Forces Personnel
- Supervisors of military personnel assigned to room

CE maintenance personnel may obtain access to common areas to conduct maintenance. Close coordination with a UH manager is necessary. If contractors need access to rooms, they will always be escorted by a UH manager.

A.3 DINING FACILITY

The "La Dolce Vita" facility is located on Area F, adjacent to the UH campus. Duty hours are as follows: Mon-Fri; 0530-0800, 1100-1300, 1700-1900 and Sat-Sun; 0600-1300, 1700-1900. Weekends, Holidays, and Down Days; Brunch 0600-1300. Additionally there is a midnight meal available 2300-0100.

A.4 LAUNDRY AND DAYROOMS

These rooms are a complement to dormitory living. They are available around the clock for your convenience and entertainment. Residents must keep these areas clean and orderly at all times. Non-residents are not permitted to use the laundry room for any reason. It is everyone's responsibility to challenge each individual who may not be authorized to use these facilities.

A.5 ROOM INSPECTIONS

Group Commanders, Squadron Commanders, First Sergeants 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 bulletins boards whenever possible. Rooms must always meet minimum daily standards and are subject to no-notice inspections.

A.6 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 may not be placed in outside lockers, dayrooms, hallways, etc.

A.7 PAINTING

Residents will coordinate with Dorm 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 occupants cost. The room must be returned to the original color and condition prior to termination, or the room must be accepted "as is" by the new occupant.

A.8 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 Dorm Management, First Sergeants or Commanders.

A.9 ROOM EXTERIORS

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

A.10 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.

A.11 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 AVIANOABI 90-502, Section 15, Consumption of Alcoholic Beverages/Open Containers.

A.12 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 of 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. Applicances 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 and other items may incur wear and tear at an accelerated rate.

A.13 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.

A.14 STORAGE ROOM LOCKERS

Storage room lockers are located on the second and third floor of each dormitory, excluding 1428 where they are located on each floor. Individual 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 served basis. The following items may not be stored in the 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.

A.14 PETS

Small tropical or gold fish are the only pets authorized in the dormitories. Keep tanks and bowls clean and odor free. A 25-gallon fish tank is the maximum size allowed. Do not mount fish tanks to the walls or hang the tanks from the ceiling. Damage caused by aquariums will be the occupants' responsibility.

For health and safety reasons, dorm residents and guests are not allowed to bring any domestic or exotic animals onto the dormitory campus. To prevent odor, disease and infestation from rodents and wild animals, feeding of wild animals is strictly prohibited.

A.15 CLEANING EQUIPMENT/SUPPLIES

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

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

A.16 BAH ENTITLEMENTS/WAITING LIST

The 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 percent.

A.17 TELEPHONE AND INTERNET

Residents who desire a personal cellular phone can simply stop by the AAFES Cellular Phone store located in the BX or private companies to initiate a contract or pay as you go plan.

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 you can negotiate a contract. All dorms are wired for any combination of landline telephone and/or internet service. Dayrooms and laundry rooms may have free Wi-Fi. Airmen & Family Readiness Center, The Refuge, and Base Library have free Wi-Fi.

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: 800-792-998. If you desire, you may also purchase a Mobile USB Internet Key. The BX 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.

A.18 CABLE TV INSTALLATION

The Armed Forces Network (AFN) is provided in all rooms and dayrooms.

A.19 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 not covered under a landlord's policy

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A.20 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 a local insurance agent for information and to answer your specific questions.

SECTION B

AIR FORCE RESPONSIBILITIES

B.1 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.

B.2 INITIAL INSPECTIONS

The UH manager, with your assistance, will perform an initial inspection to identify and document discrepancies in the condition of 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.

B.3 MAINTENANCE AND REPAIR (M&R)

The Base Civil Engineer has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, call Dorm Management Section at 632-7719 or fill out a work request form. For emergencies during non-duty hours, contact 632-5381or Commercial 0434-30-5381.

B.4 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 work days	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 after Emergency and Urgent work orders complete	Work of a routine nature that does not meet the criteria of emergency or urgent.

B.5 LOCKOUTS

If you lock yourself out between 0800-1700 Mon-Fri, please go to the Dorm Customer Service office in building 1428 to be let back into your room. If you lock yourself out of your room after normal duty hours, please go the Fire Department for assistance. Lockout procedures are posted on bulletin boards in each dorm. If you damage any doors, windows or screens, you will be responsible for the repair costs.

B.6 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 $15 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. Dorm Management will assist you with payment procedures.

B.7 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. A grounds maintenance contract maintains the common areas of the campus; however, residents are responsible for keeping the areas clean.

B.8 SNOW REMOVAL

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

B.9 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 Dorm Management.

B.10 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 Dorm Management immediately. Please do not attempt repairs or adjustments yourself.

B.11 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 Dorm 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 lint trap 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 Dorm Management if your clothing has been removed. Residents having a problem with appliances should contact Dorm Management.

B.12 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 manner which would bring embarrassment to the military, other occupants or yourself. Residents shall acknowledge in writing their responsibilities and liability at the time of room 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.

C.1 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.

C.2 SOCIAL VISITS

All guests must be at least 18 years old, be escorted at all times 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 make arrangements with Lodging for visiting family members and friends.

C.3 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 Dorm Management. Note, First Sergeants and Commanders of habitual violators will be notified; upon their discretion, the violator's speakers or entire stereo systems may be confiscated for a minimum of 30 days.

C.4 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, the heat setting should be 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.

C.5 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, ie towel bars, caulking, light bulbs, paint etc. Promptly notify the UH manager, during normal duty hours, of any defective, broken or malfunctioning, equipment or fixture. To request repairs beyond your responsibility, call Dorm Management at 632-7719/4143/3676, e-mail: 31fw.dormmanagers@us.af.mil or fill out a work request form. For emergencies during non-duty hours, contact CE at DSN 632-5381or Commercial 0434-30-5381.

C.6 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.

C.7 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:

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

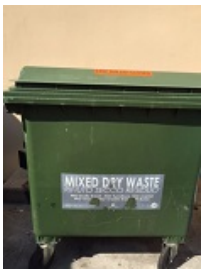
C.8 REFUSE COLLECTION AND DISPOSAL

Residents must follow all Italian recycling laws for their trash. Residents will not leave trash outside of doors or in dormitory common areas. Residents will use the properly marked dumspter to dispose of their recycling, including wet waste, mixed waste and small batteries:

Aluminum Cans/ Glass

Wet Waste/ Food Scraps

Cardboard / Paper Products



Dry Mixed Waste

Plastic Bottles / Wrappings

Small batteries: AA/AAA/9 volt

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

Place room waste/trash in the dumpsters not the exterior garbage cans provided at pavilions. Personal dayroom waste/trash is to be taken to the dumpsters. If pavilions waste cans are full, use the dumpster area!

Large recyclable items must be taken to the Base Recycling Center (BRC) located next to building 1019. The BRC accepts computers, televisions, small electronics, automotive parts, bicycles, and furniture.

Open Mon-Fri from 1300-1600.

DSN: 632-7930 http://www.aviano.af.mil/library/recycling.asp

RECYCLING OF TIRES AND BATTERIES

Automotive tires and batteries are to be properly disposed of through the Aviano Auto Hobby Shop (Building 1464). Open Mon-Fri 0830-1800, Sat 0900-1800 and Family days 0830-1800. DSN: 632-2277

VEHICLE REPAIRS

Repairs to vehicles are not authorized on the dormitory campus or in the parking lots. EXCEPTION: Within reasonalbe time period, emergency repairs to change/replace batteries or change a flat tire. Auto Hobby offers on-base roadside assistance 632-CARS (2277)

C.9 ENERGY CONSERVATION All personnel shall conserve energy.

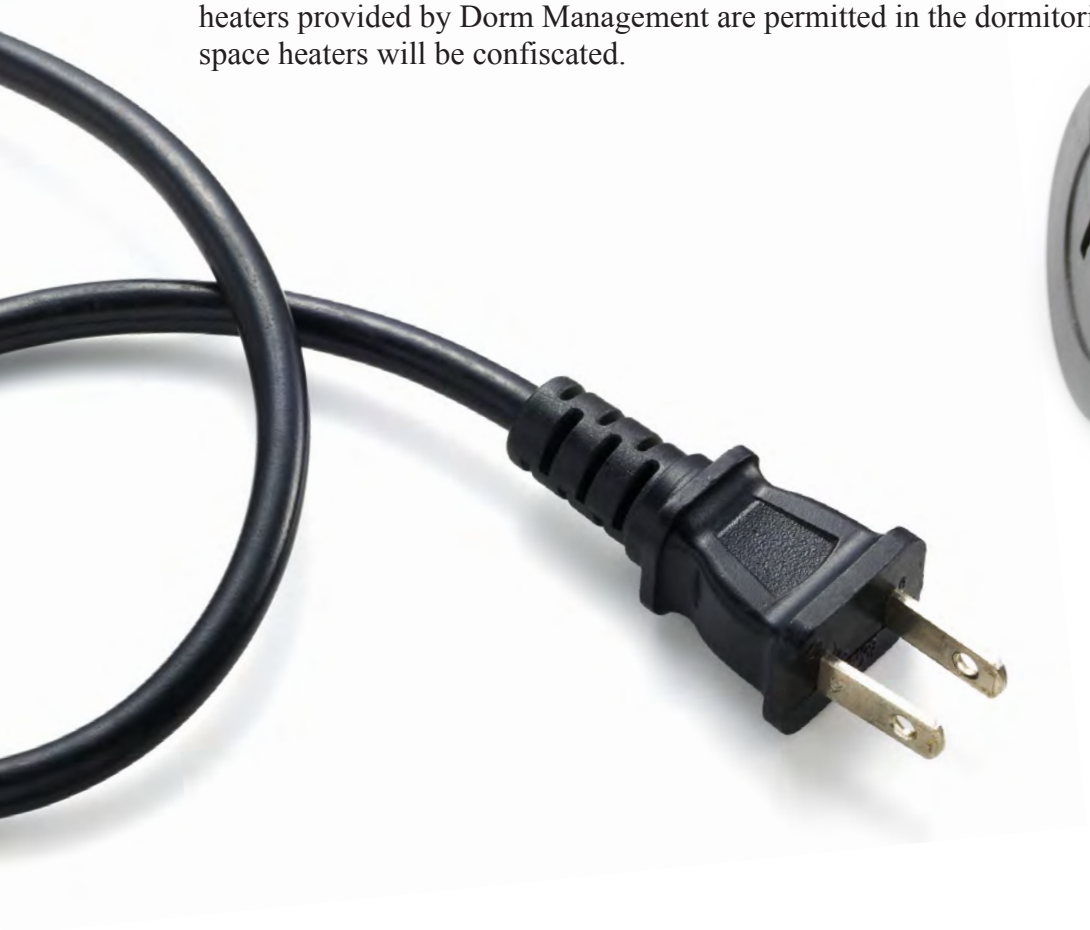
WATER

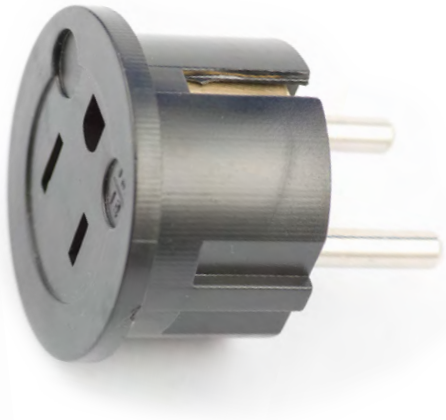
Use of water is limited to normal daily consumption. Excessive use results in increased costs and depletion of the source of supply.

HEATING

Italian laws and the recommended thermostat setting is not to exceed 20 degrees Celsius. Adequate heat 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.

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. Only space heaters provided by Dorm Management are permitted in the dormitories and any unauthorized space heaters will be confiscated.





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 you leave your room, unplug irons and turn off all appliances, transformers, room lights and fans.

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

HOUSEKEEPING 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.

D.1 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 recycling 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 and balcony area directly in front of your room.
- Store clothing neatly in closets or drawers. Open closets are subject to inspection

D.2 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 and mildew from shower walls, doors, and faucet handles.
- Clean the entire toilet with a disinfectant type 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. Ensure the front is free of visible streaks.
- Wipe down the inside and outside of refrigerators to remove grease, grime and food particles.

D.3 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.

E.1 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.

E.2 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 may result in disciplinary action, serious injury, or death.

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.

E.3 FIRE EXTINGUISHERS

Fire extinguishers are located throughout the dormitory. All residents are responsible for annotating monthly inspections on the extinguishers located within their rooms. If your fire extinguisher is not in the green or is otherwise unserviceable contact Dorm Management.The fire extinguishers are for fire fighting and not for horseplay. Dorm 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.

E.4 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.

E.5 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 Dorm 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.

E.6 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 emergency situation. 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 0434-30-1911 or from a DSN line dial 911.

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

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

REPORT ALL FIRES, REGARDLESS OF SIZE.

E.7 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.

E.8 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, pizza ovens, and convection ovens are NOT permitted. The only appliances allowed in the kitchen area of dormitory rooms are: coffee pots, small toasters, hot air popcorn poppers, and microwave ovens using less than 1000 watts each. Coffee pots must be placed on a non-combustible surface.

No cooking appliances are permitted in the private areas of dorm rooms. These items must be stored and used in the kitchen area.

E.9 BARBEQUE GRILLS

Outdoor cooking will be confined to the built in barbeque grills provided at the pavilion areas. Personal grills are not allowed.

E.10 EXTENSION CORDS

Extension cords must be of continuous length without splices and must have the approved European and North American code specifications (UL or CE). 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.

E.11 CANDLES AND INCENSE

Burning incense, candles or any similar source of open flame is strictly prohibited. Unlit candles can be used for decoration purposes only. Candles or incense found in resident's room, which appear to have been burned will be confiscated and the individual's First Sergeant will be notified.

E.12 SPACE HEATERS

Only space heaters provided by Dorm Management are permitted in the dormitories. Any unauthorized space heaters will be confiscated and the individual's First Sergeant will be notified.

E.13 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 or Commercial 0434-30-5381.

SECTION F

SECURITY FORCES

The Commander is responsible for controlling and safeguarding base property. When notified, Security Forces will investigate incidents under their jurisdiction. Make all inquiries concerning law enforcement to Security Forces at 632-7200 or Commercial 0434-30-7200.

F.1 PARKING

Parking is prohibited on grass, seeded, dirt areas, or on sidewalks. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles/mopeds should be parked in the designated motorcycle parking areas and not under gazebos, under dormitory staircases, or on sidewalks. Vehicles must be in working condition. Abandoned vehicles will be towed at owners expense.

EF.2NVIRONMENT

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. These fluids may be turned in at the auto hobby shop.

F.3WASHING VEHICLES

Washing vehicles on dormitory premises is strictly forbidden.

F.4 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 breezeway of each building or residents may choose to keep bicycles in their assigned room as long as they do not impede exit in case of fire. Bicycles will not be stored in stairwells or on walkways. 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. Immediately report any theft to Security Forces.

F.5 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 the dorm customer service office.

F.6 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.

F.7 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.

F.8 ACTIVE SHOOTER AND LOCKDOWN PROCEDURES In the event the base goes into Emergency Lockdown for an Active Shooter scenario, all members in the Dormitories must listen for the Active Shooter alarm.

Dorm Managerment will ensure that offices are locked and secured, Bay-Orderly personnel are accounted for, and that the Dormitory campus is completely locked down. Dorm Management will complete the Active Shooter/Facility Action Checklists.

All Dormitory members and guests must stay in their rooms, close blinds/curtains and lock all windows and doors. Members must turn off all lights and remain quiet. Members will not move from their location unless directed to do so by Security Forces. Unless you are an on-duty Security Forces member, do not interefere with the shooter(s) unless you are trapped and fighting is the only option available.

Bay-Orderly personnel must immediately take cover in the Shelter-in-Place located in the Dayrooms of buildings 1422 through 1427. If a Bay-O is located in building 1428, they must take shelter in the Shelter-in-Place located by the dormitory office. If Bay-O members are directed elsewhere, they must find a telephone as soon as possible and make contact with Dorm Management.

SECTION G

GOOD NEIGHBORS

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

F.9 OCCUPANT COURTESY

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

F.10 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 conversion is about 60db where as a jet engine is 120 db. Now that's a difference!

F.11 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. 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

H.1 WEATHER

The temperatures in Italy range from a low of about 20 degrees Fahrenheit in the winter to around 90 degrees in the summer time. Ensure that you dress appropriately for the weather. Local weather information can be obtained via AFN television or AFN radio.

When incliment weather prevails, please ensure that you use the handrails provided for safety. The walkways, especially the tiles, can become extremely slippery so we stress that you use caution in order to avoid injury.

Fact:

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

H.2 WET AND ICY ROADS

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

SECTION I

COMMUNITY RESIDENTIAL ACTIVITIES

I.1 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 initiate change. To become a member just contact your squadrons point of contact and attend their meetings. Additionally, the wing occasionally hosts "dorm town hall" meetings in which airmen are encouraged to attend to voice their concerns to the Installation Command Chief in a professional forum.

I.2 INSTALLATION DORMITORY COUNCIL

The Installation Dormitory Council meets quarterly and is chaired by the Installation Command Chief. Member are listed below. 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
- Capital Asset Manager
- Dorm Management Superintendent
- Airmen Dorm Leaders

I.3 DORMITORY ROOM OF THE QUARTER

First Sergeants from each squadron submit one resident to be inspected. The list of nominees is compiled and all rooms are inspected by the Dorm Inspection Team.

The Inspection team will choose one individual room winner based on nominations submitted by the First Sergeants. The winner recieves a 1-day pass and a plaque.

I.4 BAY ORDERLY

Dorm 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 detail.

The Bay Orderly schedule normally runs from Monday to Sunday 0830-1700. When notified by your First Sergeant or supervisor, you will report to Bldg 1425 gazebo. You will receive a briefing from Dorm Management outlining your responsibilities during this 7-day detail.

Once assigned to this detail, you will report and work directly for Dorm 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

J.1 GIVING NOTICE

We require a 30-day 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 Dorm Management Section for departure arrangements. If you notify Dorm Management promptly, they can schedule your prefinal and final inspections at a time which is convenient for both parties and they will be able to better assist with your upcoming move. Obtain information about the community at your next assignment from the Airman & Family Readiness Center or Housing Office.

J.2 PRE-FINAL 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, Dorm Management also identifies normal maintenance and damages above normal wear and tear. Dorm Management will provide a cleaning checklist and can discuss your individual cleaning requirements.

J.3 FINAL INSPECTION

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

IF* YOU FAIL YOUR FINAL INSPECTION, ASK THE UH MANAGER TO SCHEDULE A RE-INSPECTION AS SOON AS POSSIBLE. *

SECTION K

USEFUL TELEPHONE NUMBERS FOR DORM RESIDENTS

Ambulance (On-base Medical Emergency)	911 or 0434-30-1911
Base Operator	632-1110
Chaplain	632-5211
Command Post Crime	632-7673
Law Enforcement Desk (On base)	632-7114
(Off-base	0434-30-7114
Fire Department non emergency	632-5381
Housing Management Office	632-2272
Lodging Office	632-4040
Medical Appointment Desk	632-5000
Outdoor Recreation	632-8623
Red Cross	632-5576
(After duty hours call Vicenza 0444-517111 or DSN 634-7111)	
Security Police Desk (Law Enforcement Desk)	632-7200
Self-Help Store	632-5711
TMO (In-boun d)	632-5931
(Out-bound)	632-5931
Dorm Management Section	632-7719
Dormitory Customer Service	632-3676