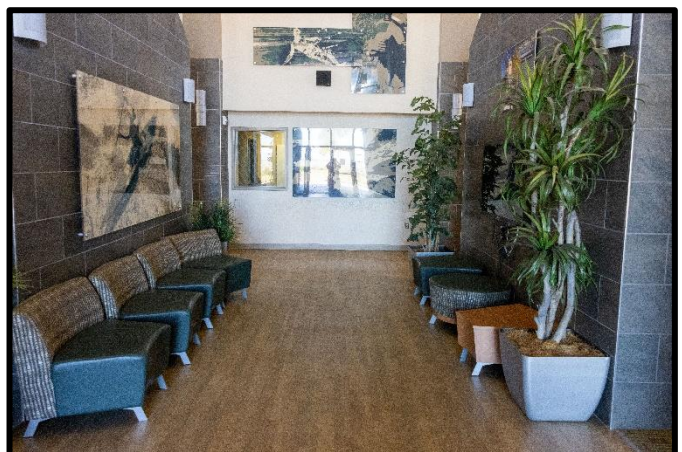
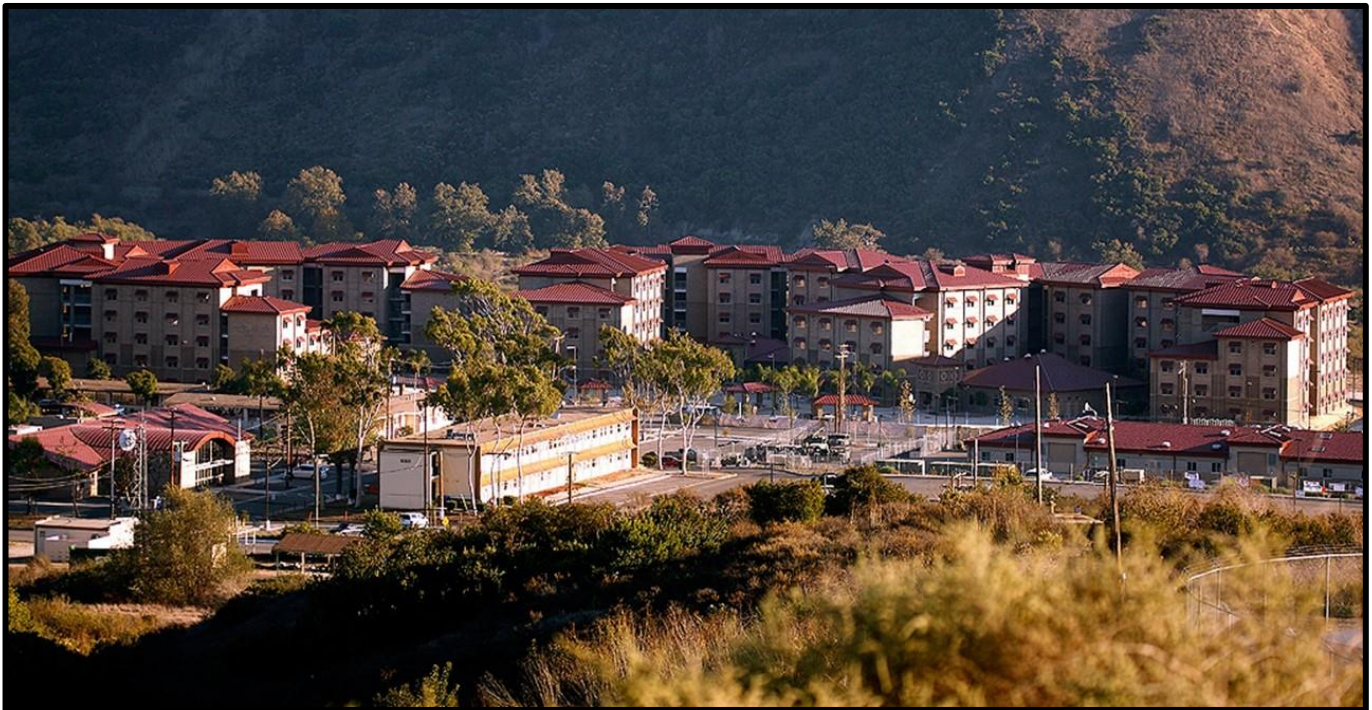




I MEF – MCIWEST

Resident's Guide to the Barracks Handbook



From the I MEF / MCIWEST Commanding General:

Welcome to your barracks. This is your home, and all Marines and Sailors have the right to live in a clean and habitable home. I MEF and MCIWEST have worked to provide all the necessary tools and training to assist those around you in maintaining it as such. Your leadership is committed to ensuring you have a safe and comfortable place to live. Your chain of command, barracks manager, and facilities staff will serve as your main points of contact to assist you with everything you need. They will assist you with addressing room discrepancies through either work requests for maintenance teams provided by the base, or supplies for self-help if it's something you are able to conduct yourself. They will inspect your room periodically to maintain good order and ensure your welfare. You also have a responsibility to care for your home and adhere to barracks policies, which are meant to keep you safe. We ask that you be an active participant in the care and maintenance of your home, which includes keeping your leadership informed when you need assistance.

M. S. CEDERHOLM
CG, I MEF

N. I. BROWN
CG, MCIWEST

Welcome to the Barracks

Living here is a team sport - how we live affects the Marines and Sailors around us. Everyone has a right to privacy, and this is your home. The Barracks Managers, facilities staff, and your command have the shared responsibility to provide you with a safe and comfortable living environment. You're responsible to care for your home and adhere to barracks policies, which are meant to keep the barracks as safe and comfortable as possible for all Marines and Sailors who live here – and serve on the same warfighting team. Your command performs room inspections to maintain good order and ensure your welfare. The information enclosed in the Guide to Barracks Life outlines rules and procedures to address issues you might encounter. Read and familiarize yourself with this information. If you have any questions, feel free to contact your Barracks Office. The number and email address are posted at the duty desk.

First Things to Know

When moving into your room, note all discrepancies on the provided inspection report, no matter how small. You and your Barracks Manager will conduct a joint inspection ASAP, no later than seven days after you check in. It is also a good idea to take photos of anything that does not look right to you. Share them with your Barracks Manager and your immediate chain of command, and they will take action to initiate needed repairs or furniture replacement. Create a QSR Max account and use it to report any issues you come across in your room, common areas, or around camp.

This place is your home, so we ask you treat it as such. Take the trash to the dumpster – leaving it in your room or hallway invites wildlife. The washers and dryers are fragile. Great for clothes, but not gear. Use wash racks for your gear so the laundry machines can remain in good working order. Our toilets and pipes can't handle more than human waste and toilet paper. Baby wipes (even "flushable"), paper towels, napkins, or anything like that will cause a clog and overflow.

In the event you are locked out or lose your key, notify the duty. The duty maintains a master to get you in, and your Barracks Manager will assist with getting a replacement.

When it comes to caring for your home, the barracks management team works for you. We encourage you to use the resources at your disposal. Engage the duty if you need assistance and discuss concerns with your chain of Command.

Thanks for doing your part to maintain quality of life in the barracks, and again, welcome aboard.



I MEF / MCIWEST Unaccompanied Housing **Resident Rights & Responsibilities**

The following rights for residents living in government-controlled Unaccompanied Housing are as follows:

1. The right to reside in a barracks room and a community that meets applicable health and environmental standards.
2. The right to reside in a community that is safe and secure.
3. The right to verify the condition and cleanliness of the assigned room and furnishings during check-in and check-out inspections.
4. The right to clearly defined regulations regarding occupancy and use of common areas and amenities.
5. The right to report inadequate housing standards or deficits in habitability of the barracks room to the facilities staff and the chain of command without fear of:
 - a. Reprisal or retaliation.
 - b. Interference with right to privacy or harassment as a resident.
 - c. Refusal to honor the terms of occupancy.
6. Suitability and Habitability: The following is the minimum standard for a suitable room. If the below conditions are not met, the Marine or Sailor has the responsibility to refuse the room. After room assignment, if any of the below conditions become unmet and cannot be remedied in a reasonable timeline, the resident has the right to be moved to a different room.
 - a. Room is clean and sanitized.
 - b. Room has proper egress.
 - c. Room has running hot and cold water.
 - d. Room has functional lights and outlets.
 - e. Room has operational toilet, sink, shower, smoke detection and fire alarm system.
 - f. Room is free of rodent/insect infestation or other environmental factors constituting a severe health or safety risk.
 - g. Room has the following items that are present, clean, and functioning:
 - i. Door lock
 - ii. Windows, screens, and window locks
 - iii. Microwave
 - iv. Refrigerator
 - v. One bed per resident with frame, mattress, headboard, bedding (per design)
 - vi. One securable secretariat, drawer or similar for storage per resident
 - vii. One chair per resident.
7. Resident will have 7 days after completion of the joint inspection to report any additional discrepancies to the room. If the barracks manager validates that the discrepancy is not due to the fault of the resident, the resident's joint inspection checklist will be updated in eMH.

The following responsibilities for residents living in government-controlled Unaccompanied Housing (UH) are as follows:

1. The responsibility to conduct initial room inspection and inventory. Ensure that all discrepancies are annotated on inventory sheet.
2. The responsibility to take pride and ownership of your assigned quarters, common areas and amenities, and to comply with UH Rules and Regulations.
3. The responsibility to maintain Daily Living Standards in accordance with the Resident's Guide to Barracks Life.
4. The responsibility to allow access to your room and shared space for inspections, necessary maintenance, and repairs.
5. The responsibility to report any maintenance issues in your space. Immediately report any room damages, safety, and security issues to the Barracks Manager utilizing QSRMax and track all work orders to completion. Ensure that the Responsible Officer is also informed of any work orders submitted.
6. The responsibility to provide a minimum of 30 days notification prior to moveout in order to allow time for pre-inspection and correction of discrepancies before the next resident moves in.
7. The responsibility for any damage to the room that you are found liable for, either through self-help repair or payment. Intentional damage to the room or government-provided furniture will result in administrative or legal action and be fixed or paid for by the resident.
8. The responsibility to operate and park your Privately-Owned Vehicle (POV) in accordance with applicable laws, regulations, and installation policies. Illegally parked or abandoned POVs will be towed at owner expense.

A copy of your Rights & Responsibilities as a resident of I MEF / MCIWEST UH Housing, signed by you, will be maintained in the Enterprise Housing Module (eMH) under your name and room assignment.

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Upon your arrival, eligible personnel will report to the Barracks Manager for room assignment in Unaccompanied Housing (UH). Within 7 calendar days of your arrival, the Barracks Manager/representative will meet you for a housing occupancy review and familiarization brief. At this time, you and the Barracks Manager will conduct a joint inventory of furnishings and a room condition inspection and will ensure a check-in sheet is completed and uploaded in the Enterprise Military Housing System (EMH). An NCOIC or more senior leader will accompany all inbound residents E3 and below during both the review and signature of the UH Rights & Responsibilities Form and the joint check-in inspection. Residents have a grace period of 30 calendar days to submit a list of any additional discrepancies missed during the initial inspection. You will be provided a copy for your own records.

Upon acceptance, you are responsible for the cleaning, care, and maintenance of your room. You will also be held liable for losing, damaging, or destroying, beyond normal wear and tear, any barracks property. To submit a work request, contact your Barracks Manager or use QSRMax, which is explained in Chapter 4 of this document. A QR Code link to QSRMax is also on the first page of this document, below the welcome aboard letter.

It may be necessary for housing or maintenance personnel to enter your room when no one is present. This access will be limited to technicians, building managers, Barracks Managers, or other personnel with a specified need to access under MCIWEST guidelines. Barracks management personnel may enter without your consent under the following conditions:

- Suspect room is abandoned
- Suspect room is damaged
- Suspect unsanitary conditions
- Emergency situation that may cause damage to the room or disruption to neighbors
- Unable to contact resident for repairs or preventative maintenance
- Avoid delay of contracts
- Command inspections

In cases where Barracks Managers or UH personnel are unable to contact you before entering your room, written notification indicating the date and reason for the inspection will be left in the room.

Assignments and Acceptance of Unaccompanied Housing

Access to your Room

Changes in Status

Contact the Barracks Manager to initiate check-out procedures when in receipt of orders to depart the unit (PCS/PCA/TAD over 90 days or EAS). A stamp or signature from the Barracks Manager is required to depart the barracks.

Residents are required to keep the Barracks Manager informed of any changes in rank, duty station, projected rotation date, military status, marital status and contact information.

Deployment/Temporary
Absence

In order to retain eligibility for barracks room, you may not be absent from quarters more than 90 consecutive days. Personnel deploying for a period in excess of 90 days must vacate rooms. This requirement may be waived if adequate inventory exists to meet installation requirements. Contact your Barracks Manager to discuss availability as soon as you receive notice of a deployment or absence(s) to initiate the Exception to Policy (ETP) process. The Chain of Command will review and approve all ETPs.

When leaving your room for more than a few days, remove trash, dispose of all food items that may spoil during your absence and unplug your personal electrical/electronic equipment. If your room has an air conditioner, turn it off when no one is in the room. Do not unplug the refrigerator.

Insurance

Barracks residents are not required to carry renter's liability insurance, but we strongly recommend you consider it. Renter's insurance can cover the cost to replace your belongings if they are damaged, destroyed, or lost in a variety of situations, or if your actions cause the destruction of other residents' personal property or government property. Review the insurance policy to determine whether the coverage includes damage to the dwelling caused by you, your guest, and/or personal property losses in case of theft or vandalism. You may be held financially responsible for damage to government property caused by you or your guest according to MCO 4400.201, volume 17. Legal Assistance Attorneys are available to assist in review of insurance policies.

You are required to carry liability insurance on all vehicles on government installations. For more information on vehicle insurance requirements, contact the Base Magistrate at (760) 725-6408.

Termination of assignment to the Barracks is required under the following conditions:

- PCS Orders: Residents must vacate assigned room on or before the date of detachment from the current command. If you receive PCA/TAD orders, contact the Barracks Manager to determine if you are eligible to retain your current room assignment.
- Separation, discharge, retirement, or terminal leave.

When vacating a barracks room, follow these procedures:

1. Notify your Barracks Manager no later than 30 days before date of intent of vacating the room to schedule a pretermination inspection.
2. Barracks Managers will conduct a joint pretermination inspection with you. At this time, you will be notified of any damages for which you will be responsible and instructions for your final inspection and check-out. A list of cleaning instructions is located in Chapter 5 of this handbook.
3. At the date and time you have scheduled, a Barracks Manager will conduct a final inspection of your room to ensure cleanliness and that damages found during the pretermination inspection have been corrected. You may be financially liable for cleaning required or damages not corrected at the time of your final inspection.
4. You must check out with the Resident Room Discrepancy Report signed by the Barracks Manager.
5. To ensure a successful process, follow all directions provided by the UH staff and refer all questions regarding vacating barracks to the UH office or Barracks Manager.

Termination of
UH/Barracks
Assignment

Vacating
Unaccompanied
Housing

Alcoholic Beverages

- Alcohol possession and consumption shall be in accordance with unit and installation policies. Alcohol consumption will be limited to private rooms and/or Command-designated lounges, picnic areas, and/or common area kitchens.
- If you are under 21 years old, you shall not consume or possess alcoholic beverages in any barracks room or UH facility.
- If you are 21 years old, you are allowed to have alcohol in your room. State law prohibits furnishing alcoholic beverages to anyone under the age of 21.
- Disorderly conduct and/or abuse of alcoholic beverages will not be tolerated.
- Use of alcoholic beverages is a privilege and may be revoked.
- Installation and Unit Commanding Officers and Commanding Generals may impose more restrictive policies.

Bicycles and scooters

Park bicycles/scooters in the designated bicycle racks or lockers. Any bicycles brought into barracks buildings for any reason must be free of mud, dirt, or debris. Residents are urged to use bicycle locking devices to prevent theft. Bicycles/scooters will not be stored in stairwells, passageways, walkways, or in areas that will block fire exits. Bicycle/scooter helmets are required for all cyclists on federal installations including all UH areas. Contact the UH Office for information on bicycle/scooter storage. Never leave an electric bicycle or scooter charging while it is unattended or while you are sleeping.

Business Enterprises and Solicitation

Business enterprises and solicitation in UH areas are prohibited.

Controlled Substances and Prescription Drugs

The possession of drug paraphernalia and/or controlled substances other than those prescribed by a competent medical authority is strictly prohibited. Prescription drugs must be locked in personal lockers.

Sick-in-quarters

If you are Sick-in-Quarters (SIQ), you must post your SIQ chit on your door to avoid being disturbed.

Room Decor

Rooms will be kept in a neat, clean, and orderly manner. Decor is left to unit commanders, but care should be taken to ensure rooms are not damaged by decorations. Displaying paraphernalia that espouses supremacist ideology or illegal discrimination, advocates violence, or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. Decorations shall not obstruct visibility or access to doors or windows. Moving beds with built-in storage is prohibited. If you choose to paint your room, paint is available at self-help. If you use paint that does not conform with colors provided by self-help for room repainting, you may be required to return the room to an appropriate paint color before moving out.

Per FAA regulations, drones are prohibited from flying over designated national security sensitive facilities. The ownership, possession, and storage of drones on the installation and in UH facilities is authorized; however, flying and operating drones on the installation, whether from inside or outside the boundaries of the installation is strictly prohibited.

Powering on a drone inside the boundaries of an installation for any reason i.e. update software, will result in security personnel being dispatched to your location with possible seizure of the drone and disciplinary action.

Upon room assignment, you agree to comply with energy and water conservation policies. Turn off all electrical items when not in use. Keep doors and windows closed in heated or air-conditioned areas. Report all water leaks immediately. If your room has air conditioning, turn it off when your room is vacant

Gambling is prohibited in UH facilities.

Guests are defined as non-residents invited into UH by a UH resident. Guests are permitted in UH provided that they do not interfere with good order and discipline or are an inconvenience to other residents. In-room guests are defined as anyone not assigned as a resident of that room.

- In-room visitation may occur during normal waking hours. Waking hours are not specified under MCI-WEST policy, though installation, area, or unit Commanders may impose specific hours at their level.
- The military sponsor is responsible for guests' actions, including financial responsibility for any damages caused by guests.
- All room residents present must give permission before a guest is invited into a multiple occupancy room.
- All guests must be accompanied by the resident at all times.
- Family guests ages 10 and above must have a valid DoD dependent ID.
- Non-family member in-room guests must be at least 18 years old and have a valid photo identification card in their possession. The registered resident/sponsor is responsible for guests' actions and must accompany them at all times.
- Overnight guests of any type are strictly prohibited.
- Installation Commanders may further restrict guest visitation as they deem appropriate or necessary.

Violations of the Guests and Visitor Policy will result in loss of guest privileges and may result in punitive action subject to the Uniformed Code of Military Justice.

Drones

Energy Conservation

Gambling

Guest Policy

Laundry Facilities

Washers and dryers are available for UH residents only and are only for washing clothing and linens. Use of washers/dryers for athletic equipment, military gear (besides clothing), boots, shoes, or any non-clothing/linen items is prohibited. Immediately report broken or unsafe laundry facility appliances to the Barracks Manager. Because these repairs are managed outside the QSRMax program, notify the Barracks Manager via phone, email, or the chain of command.

Laundry left more than 24 hours will be removed to a storage area. It is your responsibility to retrieve your laundry from the storage area. Any laundry left more than 15 days will be disposed of. UH is not responsible for any lost or damaged items.

Liquid chlorine bleach and powdered (dry) bleach-alternatives are allowed in all UH facilities (i.e. laundry rooms, bathrooms). You must clean the lint filters after each use.

Keys/Locks

When locked out of your room, contact the duty for access via master key. Report lost/stolen keys to the duty and Barracks Manager immediately. To keep electronic locks functioning properly, change the batteries regularly and keep the card reader free of debris. Most service requests are resolved by these troubleshooting steps that residents and Barracks Managers can perform without the need for locksmith support.

Mail

Mail service, to include FedEx and UPS, is not provided by UH. Contact your building manager for installation specific guidance regarding receipt of personal mail or arrange to obtain mail delivery to a P.O. Box at the local post office.

Pets

Pets of any type are prohibited.

POVs

A Privately-Owned Vehicle (POV) is any vehicle such as an automobile or motorcycle that is not owned or leased by a government agency and is not commercially leased or rented by an employee under a government rental agreement for use in official Government business.

- Follow all Department of Transportation (DOT) licensing and registration laws, state insurance requirements, and installation vehicle rules and regulations.
- Speed limit in all parking lots is 5 MPH.
- Park only in authorized installation parking spaces.
- Driving a POV off the roadway/parking lot to load/unload is prohibited. PMO enforces violations and will issue citations for driving on sidewalks or other areas not intended for POV use.
- Do not leave POVs parked in installation parking spaces while deployed or on absences greater than 60 days. Contact your Barracks Manager for information on installation POV storage procedures.
- Maintain current registration and insurance on any POV operated or parked aboard the installation. Unregistered and uninsured vehicles may be subject to towing at owner expense.

- Never abandon a POV. Vehicles considered abandoned will be towed and the owner will be charged towing and storage fees.
- Conducting vehicle maintenance and/or washing of POVs on the installation in unapproved areas, including UH areas and parking garages, is strictly prohibited. Only use approved car care facilities, such as the auto skills center, to conduct POV maintenance, repairs, and cleaning.

See your Barracks Manager before storing automobile parts of any kind in UH facility living and common areas for approval or selection of other storage options.

Smoking and use of other tobacco products (including e-cigarettes, vaping, hookah and chewing tobacco) is not authorized in rooms, common areas or anywhere inside UH buildings. Smoking areas are designated outdoors by placement of approved smoking receptacles. Cigarette butts are to be placed in provided receptacles only. Smoking receptacles are not to be moved by residents or guests for any reason. You must be present when charging electronic smoking devices in UH facilities.

We understand the challenges you face while living in close proximity to individuals who you may not know or be familiar with. Most conflicts can be avoided by respecting others' space and belongings. We encourage you to develop a rapport with your roommate and other residents in your building. If you are experiencing difficulties with your roommate; make every effort to settle your issues and/or concerns peacefully. If you are unable to come to a resolution, contact your Barracks Manager in resolving the conflict. If this situation continues to escalate you can engage unit leadership for assistance in coming to a resolution.

When playing music (including car stereos), TVs, or games, the volume needs to be at a level as to not disturb other residents. Quiet Hours are typically observed between 2200-0800 nights preceding workdays and 2300-0800 on nights preceding days of liberty, but local commanders have the authority to adjust quiet hours based on the unique needs of their building, area, unit, or installation.

Smoking

Resident Relations and Communications

Trash Disposal and Recycling

Garbage receptacles have been provided in designated spaces throughout the BEQ. Please assist us in maintaining a clean environment by refraining from leaving garbage in passageways, laundry rooms, lounges and kitchen areas, or places not intended for trash. Room trash must be taken to the nearest dumpsters. Disposing of your room trash in common area (lounge, hallway) receptacles/cans rather than the dumpster is not permitted.

Use recycling containers for recyclable materials where available.

Certain items, including furniture and hazardous material, are not allowed in dumpsters. Your Barracks Manager can help you to assist with furniture disposal through bulk pick-up or installation dump info.

Unassigned Beds and Closets or Lockers

You may not use unassigned beds, closets, or lockers in shared bedrooms as they need to remain available for incoming personnel. You will not use furnishings, closets, or lockers not assigned to your room.

Unauthorized items

Unauthorized items in the BEQ may be confiscated. Possession of unauthorized items in UH facilities will be reported to the chain of command and law enforcement as appropriate. See the Barracks Manager for list of unauthorized items.

Violation of Barracks Rules and Regulations

Depending upon the situation, any of the following actions may be taken if you violate the rules and regulations:

- The chain of command will be notified.
- The barracks duty will make a logbook entry.
- If you fail to properly report violations of UH rules and regulations, you will be held accountable.
- Guest visitation policy violations will result in loss of guest/visitation privileges.

WI-Fi and Cable

Wi-Fi and cable television service are available at your expense. Federal law prohibits the UH from funding these personal services. You must make service arrangements with the appropriate providers. Specific information is available with your Barracks Manager.

Installation and unit policies pertaining to grills and other cooking devices vary. When permitted by local policy, grills will be attended when in use or while still hot, will be cleaned after each use, and waste properly disposed in ash containers. Disposal of hot ash or other fire hazardous material in a dumpster is strictly prohibited.

Combustible hobby-type fluids, paint, and gases (i.e., butane/propane for lighters) will be purchased in small (one pint or less) quantities and kept in their original containers. Gasoline, Coleman fuel, charcoal lighter fluid, charcoal, or other flammable and toxic fluids and gases are not permitted within UH.

Local Commanders may allow for cooking in limited areas, with some exceptions (i.e. appliances that produce grease-laden vapors, expose heating sources, use compressed gas, create excessive smoke, or utilize open flames.) See your Barracks Manager for a list of approved and prohibited small cooking appliances.

- For your safety, authorized small cooking appliances will comply with the following requirements:
 - Must have an Underwriters Laboratories safety certification sticker and be in good working condition.
 - Must be used for their intended food preparation use only and follow the manufacturer's recommendations for set-up, use and maintenance.
 - Must not overwhelm the facility electrical circuit breaker system.
 - Must be plugged directly into an electrical outlet when in use and unplugged when not in use.
- You will comply with the following when operating authorized small cooking appliances.
 - Never leave unattended when in use, with the exception of crockpots on a low temperature setting, not to exceed six hours.
 - Use on stable, non-combustible surfaces.
 - Use of silicone heat protective mats is required on surfaces other than countertops intended for food preparation and cooking.
 - Extension cords are prohibited from use with small cooking appliances.
- After each use, appliances must be cleaned to prevent odors and pests.
- Food waste will be disposed of in the trash and removed from the unit promptly to prevent pests and food odors.
- Food waste will not be disposed of in sinks or toilets.
- Small cooking appliances and cooking areas are subject to inspection by installation staff.

Barbecue Grills

Combustibles

Cooking

Firearms and Weapons

Barracks Managers and command leadership will remove prohibited appliances or appliances not included on the installation authorized appliance list, from UH facilities, as this is a safety violation.

Storage of privately owned firearms and ammunition in the barracks is strictly prohibited. Storage of personally owned weapons in unit or installation armories, if authorized by cognizant authority, will be in accordance with MCO 5530.14A and local guidance. Engage your Barracks Manager and chain of command before bringing a personally owned firearm onto the installation to prevent an inadvertent violation of installation policy; or local, state, or federal law.

Firepits

Fire pits, including free-standing fire pits, Tiki Torches, or like items are prohibited.

Fire Safety

You are responsible for ensuring compliance with all applicable fire and life-safety standards per installation safety inspections. The safety of all residents demands certain safety precautions must be taken:

- Open-flame devices (i.e., candles, incense) are not permitted. Violators may be subject to disciplinary action.
- Flammable materials are prohibited in the Barracks. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.
- Tampering with or modification of any electrical wiring is strictly prohibited. Electrical cords are not authorized to lie across doorways, walkways, or placed under carpets/rugs. Grounded UL-approved surge protectors are authorized.
- Irons, hair dryers and hair curlers are authorized, but must be unplugged after use. Following their use, these appliances should be left to cool in a safe location.
- Electrical outlets will have no more than two electrical units plugged in at any one time unless using a UL-approved surge protector. Do not overload electrical outlets. If any appliance starts smoking, unplug it and notify the Barracks Manager immediately or call the Fire Department. If devices repeatedly trip breakers, notify the Barracks Manager and reduce the load on circuits by unplugging some devices.
- Do not use extension cords as permanent connections. Electrical and extension cords should not be run under carpets/rugs, tacked to the wall, or run between doorways or through holes in the walls. Use only UL-approved extension cords.
- When leaving your room for any length of time, turn off the TV, coffee maker, etc.
- Personal space heaters are not authorized for safety and energy conservation reasons. Exceptions must be requested to UH management and have their approval before use of personal space heaters.
- Do not place furnishings, appliances, or personal property directly against walls. Allow two inches of space between items and walls to assist in proper ventilation and air flow to reduce the possibility of mildew and mold like substances.

- The placement of personal items (large or small) will not impede egress at any time. This includes egress to and from doors, windows and placement of personal items that limit free movement around living and common spaces. Occupants that accumulate excess property that restricts egress are required to acquire personal storage elsewhere so clear paths of exit are achieved.
- You must be continually aware of fire hazards. Report potential hazards to the Barracks Manager immediately.
- Firefighting equipment is positioned throughout UH facilities. Tampering with smoke detectors, sprinkler systems and firefighting equipment is a federal offense and prohibited. Violators may be prosecuted for entering and exiting through doors marked as emergency exits only.
- Report any malfunctioning equipment to the Barracks Manager immediately.
- Hanging items, covering, disabling, or damaging fire alarms or sprinkler systems is strictly prohibited.

The telephone number of the Fire Department and all emergency services should be readily available. In case of fire, the following steps must be taken:

- Activate the nearest fire alarm box.
- Get out of the building immediately.
- Call 911
- Inform Barracks Manager, if possible.

In case of fire:

- DO NOT PANIC! REMAIN CALM.
- If safe to do so, use a fire extinguisher to put the fire out.
- Leave the room where the fire started and close the door behind you.
- Activate the nearest fire alarm to evacuate the building.
- Call 911
- After you have left your unit/building, DO NOT return until approval has been given by the Fire Department.

Alternate plan if you CANNOT leave your unit:

- If door is hot or smoke is seeping in, cover cracks and vents around door preferably with wet towels or other natural (non-synthetic) items.
- Go to a room with an outside window; close all doors between you and the smoke/fire.
- Open a window for air and hang sheet or blanket out to signal for help.

Emergency Procedures

When an emergency requires police, fire, or paramedics, call 9-1-1

Natural Disasters and Emergency Preparedness

After a natural disaster, such as a severe storm, you may be confined to your room or building. A disaster could cut off basic services – water, electricity, and telephone – for a few days. You will best cope with such emergencies by preparing before disaster strikes.

If an emergency occurs, you may not be able to search for or locate supplies. Plan ahead and be prepared. The basics you should stock are water, food, first aid, and emergency supplies. Keep these items in easy-to-carry containers, such as backpacks or duffle bags, in an easy-to-reach place like a closet.

Earthquakes are common in the region, but they are very rarely severe. They cannot be prevented nor predicted. Review your renter's insurance policy as some damage to your property may not be covered without specific earthquake insurance. To reduce risk of property damage or occupant injury, do not store heavy objects in the overhead, i.e. top of lockers.

Smoke Detectors and Sprinkler Systems

Smoke detectors and sprinkler systems are provided in most UH rooms and throughout the buildings. If a smoke detector is found to be defective, notify the Barracks Manager immediately. Smoke detectors are installed as safety devices to protect you. Under no circumstances is a smoke detector to be disassembled or disabled. Do not hang anything from the sprinkler system. Tampering with smoke detectors is a federal offense and punishable under the Uniform Code of Military Justice.

All fires in government quarters must be reported to the Fire Department and UH management immediately, no matter how small or insignificant they may seem. UH residents are responsible for all smoke detectors and will be held accountable for any detectors found in their space to have been tampered with or disabled.

Security of Rooms

Take the following steps to decrease the opportunity for theft and other criminal activity in UH:

- Keep rooms locked when not in your barracks room.
- Keep keyless cards or room keys in a safe place.
- Do not loan out your room keys to anyone.
- Secure money and valuables in personal lockers.
- Report any vandalism, burglary, theft or other crimes to the appropriate police/security agency and the Barracks Manager.

The Marine Corps is dedicated to providing you with a clean room, in good condition. When you vacate UH, we expect to receive the room back in the same condition. You are responsible for the room and furnishings assigned to you. Treat your room as if you own it, keeping in mind that you will be held liable for damages and cleaning. If you share spaces, you will all be held accountable for the cleanliness and maintenance of common areas.

These standards are established to ensure health, safety, and comfort for all UH residents. The following standards apply:

- Rooms, lounges, blinds, and drapes will be kept free of dust, dirt, and mildew.
- Empty trash cans as needed, with tenant command inspection monitoring, to reduce the chance of pest and insect infestation. Plastic trash liners will be used.
- Beds shall be made in a neat and orderly fashion.
- Linen will be clean and in good condition.
- Food items will be kept refrigerated or stored properly in sealed containers.
- Refrigerators must be kept clean and free of mildew, spoiled food, or grime. Freezer sections will not have excess frost accumulation.

Do not perform any type of maintenance or repairs on government provided appliances. You will be charged for damages caused by such repairs. Government furnishings will not be removed from the room. You are responsible for cleaning and any damages. Routine cleaning of the refrigerator will improve efficiency and sanitation.

If you experience an issue with the government owned appliances, submit a Service request using the QSRMax (see the end of chapter 4, Maintenance QR Code Process).

You may be issued sets of bed linen upon room check-in. If your linens become unserviceable, contact the Barracks Manager.

Bed bugs are elusive and usually nocturnal (peak activity usually occurs around 0500), which can make noticing them difficult. They often lodge in dark crevices, and the tiny adhesive eggs can be nestled by the hundreds in fabric seams. Aside from bite symptoms, signs include fecal spots (small dark sand-like droppings that occur in patches around and especially beneath nests), blood smears on sheets (fecal spots that are re-wetted will smear like fresh blood), and the presence of their empty molted exoskeletons.

Dwellings can become infested with bed bugs in a variety of ways, such as:

- Bugs and eggs inadvertently brought in from other infested dwellings by visiting pets or a visiting person's clothing or luggage.
- Infested items (such as furniture, clothing, or backpacks) brought in
- Nearby dwellings or infested items, if easy routes are available for travel (through duct work or false ceilings).

Cleanliness

Appliances

Bedding and Linen

Bed Bugs

Flooring

- Wild animals (such as bats or birds) that may also harbor bed bugs or related species.
- People or pets visiting an infested area (apartment, train, movie theatre, or hotel) and carrying the bugs to another area on their clothing, luggage, or bodies.

If you suspect your room may have an infestation, contact the Barracks Manager immediately.

For tile floors, the following suggestions are offered:

- Lift heavy furniture rather than dragging across the floors to avoid marring.
- Do not let water stand on the surface of the floor. Wipe up any spills or standing water immediately.
- Do not apply wax to no-wax floors.

Furnishings

To help UH management keep track of government furnishings, do not move these items from rooms or lounges. You are responsible for room furniture and are liable for damage or loss. Furniture must not block fire exits or doorways.

Use of personal furniture in UH facilities must be approved by the Barracks Manager before authorized. You will be instructed on proper use in UH facilities, removal or disposal requirements upon termination, and possible charges resulting from personal furniture that causes facility damage, abandoned, etc.

NOTE: Photos, posters, calendars that are displayed in plain sight will be in good taste. No profanity, pornographic, discriminatory, or derogatory material will be visible to roommates, visitors or invited guests.

UH management shall maintain the rooms in good repair and is responsible for all repairs or replacement of government provided furnishings due to normal wear and tear. You are responsible for reporting needed repairs to the Barracks Manager. Resident-caused damages, or those caused by abuse or neglect, may result in assessment of financial liability or disciplinary action.

Household
Maintenance

Generally, all necessary repairs will have been made before you move in. UH personnel will provide timely assistance and service for all repairs and maintenance items. The preferred method for submitting work requests for non-emergency repairs is through use of the QSRMax process (see next section, QSRMax Process). You can also submit maintenance requests in person. When contacting your Barracks Manager, provide your name, building/room number, telephone number, and a brief description of the problem. If your problem is an emergency, such as a power failure, short circuit, broken water line, etc., call the emergency number posted on the inside of your door and on flyers posted in common areas throughout your building. For tracking purposes, when requesting service work, keep a written record of the work authorization number and the date it was submitted. The UH or maintenance representative will leave you a notice advising you of entry to your room if you are away at the time of the repair.

There is a difference in response times between emergency and routine service calls. If you feel your service call has not been completed in a timely manner, contact your Barracks Manager.

For emergency maintenance requests, call the 24-hour emergency response center. Emergency requests are handled via phone submission. Duty standers, unit S-4s, and barracks management personnel have installation-specific contact information. The Camp Pendleton Emergency Maintenance Desk can assist you in getting in touch with your installation's emergency maintenance representatives.

MCB Camp Pendleton/MCIWEST (760) 725-4324/4348

Service Desk: isb_service_desk@usmc.mil or call (816) 915-3042

To better assist you in submitting non-emergency service orders for your room or its assigned furnishings, a QR code process was established through QSRMax.

Note: Use the emergency phone numbers located under the QR codes posted on your room main door and at the bottom of flyers posted throughout the common areas of your building to submit emergency service work orders. Use of the QR code for emergency issues will cause delays in initiation of corrective measures.

For non-emergency maintenance issues, locate the QR code located on the inside of your room main entrance door or on flyers posted in common areas throughout your building. Scanning this code will allow you to easily notify your UH staff to communicate your maintenance concerns and requests. Use of the QR code will also allow your UH staff to electronically update you on the status of your request.

You can also submit your maintenance concerns and requests by contacting your Barracks Manager.

Mildew or mold-like substances are often found in areas where water has damaged building materials and furniture from flooding or plumbing leaks. The substances can also be found growing along walls where warm moist air condenses on cooler wall surfaces, such as inside cold exterior walls, behind dressers, headboards, and in closets where articles are stored against walls. The substances often grow in rooms with both high water usage and humidity, such as kitchens, bathrooms, and laundry rooms. Keeping adequate ventilation and air flow in these rooms can greatly reduce the opportunities for mildew and mold-like substance growth. If you notice substance growth or know of water damaged areas in your room, contact your Barracks Manager immediately.

Maintenance QR Code Process (QSRMax)

Mildew and Mold-like Substances

Pests

You are expected to attempt to alleviate pest control problems by use of non-residual insecticides labeled for safe application by the general public, such as household spray insecticides. The Marine Corps exchanges and commissaries stock an assortment of pest control products. If, despite your efforts, the pest problem persists, contact your Barracks Manager.

As a general rule, poor housekeeping is the main factor in pest infestation. Some things you can do to control roaches and other household pests are:

- Use trash can liners.
- Dispose of trash regularly.
- Wipe up spilled foods or drinks immediately.
- Properly dispose of empty cans or bottles.
- Keep dirty clothing in a hamper or other container.
- Wash clothes frequently and do not allow clothing to pile up on the floor.
- Store food in airtight containers – preferably rigid/hard-sided containers (e.g. Tupperware)
- Clean as you go.

Plumbing

Occasionally, there is a problem with clogged sewer and plumbing lines. You are asked to ensure non-flushable objects are not flushed down toilets, including toiletries and feminine hygiene products. Properly dispose of non-flushable items and only flush approved items, i.e. toilet paper, down toilets. Charges may be assessed to clear plumbing clogs caused by non-flushable items. If a toilet overflows, turn the water off at the valve below the flush tank, then try using a plunger. If you cannot clear the line, call the Front Desk or UH Office.

Utilities

Utilities are provided by the government. It is vitally important that you do not abuse the utilities provided. Such waste will mean a substantial loss of funds that could be used for other purposes. Treat these resources as if you were paying for them and conserve energy whenever possible.

Self-Help

Self-Help is a program which allows residents to receive basic materials to remedy or repair issues within their rooms. Batteries for electronic door locks, light bulbs for built-in fixtures, paint, and other material for minor repair, replacement, or remedy are available at no cost to the resident. Engaging your Barracks Manager or Building Manager is the best way to initiate a self-help project. Your Barracks Manager can show you a list of materials available at Self-Help.

Air Conditioners

Some barracks include air conditioning, and others do not. In some cases, residents may be permitted to purchase and use their own air conditioner in their room. Personally furnished air conditioners require formal approval. Discuss with your Barracks Manager before buying or installing your own air conditioner, as local requirements and limitations vary.

Everyone enjoys moving into a “clean-as-new” room. This list of guidelines has been compiled to ensure your room is passed to the next person in that condition. Your Barracks Manager can provide additional information if you’re not sure whether you’ve met standards of cleanliness. In order to pass your final inspection, your room must be completely cleaned whether or not you have a roommate. The list below will help you prepare in advance for your final inspection.

Clean shower and sink thoroughly to remove all dirt, soap film and hair. Clean shower walls thoroughly to remove soap build-up and mold. Remove tub decals, adhesives, and stick-on air fresheners. Shower doors and frames must be completely clean. Clean toilets thoroughly. Clean all pipes behind toilet and under sink. Clean medicine cabinets inside and out. All fixtures, including tub/shower and sink controls and faucets, towel and shower rods, toothbrush and soap holders must be cleaned, and water spots removed. Wash walls and ceilings and remove any mold. Clean and vacuum all exhaust vents.

Smooth textured ceilings must be clean and free of dust, cobwebs, food and beverage spots and grease. Do not clean “popcorn” textured ceilings except to remove cobwebs.

Sweep and damp mop vinyl, tile, or linoleum floors. Do not apply wax.

Wipe off all parts of baseboard heaters with a damp cloth. Use a vacuum to remove dust and debris from coils. Damp wipe radiators. Clean all heating vents and registers.

Remove any accessible light covers and clean thoroughly with soap and water to remove all dust and debris. Dry completely and rehang. Inset light fixtures and exhaust fan covers must be free of dust and cobwebs. Each light socket must have a working energy-efficient light bulb or fluorescent tube. Refrigerator light bulbs must work and fit appropriately. Replacement bulbs are available from your Barracks Manager.

Some rooms come equipped with microwaves and refrigerators. For those that do, clean the microwave thoroughly inside and out, including glass tray. Clean folds of rubber seals on the door. Clean all exterior portions, including top. The inside of the microwave can most easily be cleaned by boiling water in the unit for several minutes, letting it sit for a few minutes, and then wiping out the condensate from inside the oven.

Unplug refrigerator while cleaning and defrosting. Clean thoroughly inside and out. Defrost as required. Do not allow water to drain onto the floor. Clean shelves and storage compartments. Remove and clean kick plate. Remove, empty, and clean drain pan. Clean in and under rubber seals on doors. Pull refrigerator away from wall and clean all exterior portions, including top. While appliance is pulled out, clean walls, sides of cabinets and floor thoroughly. Vacuum and wipe power cord and coils on back or underside of refrigerator. After refrigerator has been thoroughly cleaned and dried, reconnect cord to outlet and set to normal operation. For units with built-in icemakers, refer to the owner’s manual or contact your Building Manager.

Room Cleaning

Bathroom

Ceiling and Floors

Lighting/Light Fixtures

Microwave and Refrigerator

CLEANING INSTRUCTIONS

Tips to Help You Pass Your Inspection

Window screens and frames must be free of dirt, debris, cobwebs, etc. Do not remove screens from windows. Clean all interior windows. Windows must be free of dirt and streaks. Clean windows and frames thoroughly, paying special attention to corners. Window channels must be free of dirt, debris, mildew, etc. Do not wipe screens as that may damage them.

Mini-blinds must be thoroughly cleaned to remove all dust and grime. Vacuum draperies to remove dust and cobwebs. You are not required to have draperies dry-cleaned but may be charged for replacement of damaged or stained window coverings and/or hardware.

Clean all doors, door frames, baseboards, windowsills, cabinets, closet shelves, closets, poles, and brackets, etc. Remove dust, dirt, debris, cobwebs, fingerprint and greasy or sticky substances.

These are some of the items we have found that tend to be overlooked or forgotten in preparation for a final inspection. If you take care of these items prior to your inspection and follow these tips, you should successfully pass your inspection:

- Remember to have some cleaning items (spray cleaner, green scrub pad, cleaning cloths, broom, etc.) with you at the final inspection, so you can take care of any rework.
- Run your hand across bathtubs and shower walls. If soap film still rubs off, it needs more work. A clean damp cloth or sponge should do the trick. To remove built-on water spots from chrome bath fixtures, a spray cleaner and green scrub pad will make the job easy.
- After you clean the windows, look through them in the light at different times of the day. You'll be able to catch streaks and missed spots.
- Consider having a friend give you a "final inspection." Use the cleaning instructions list as a guideline to check your work.

We recommend taking one last walk-through of your space, 30 minutes prior to your final inspection to take care of anything you may have missed.