

Unaccompanied Housing Handbook

Luke Air Force Base



Unaccompanied Housing Management Office Hours:

Monday&Friday

0800 - 1545

Tuesday-Thursday

0800-1600

(623) 856-7841

For work order **Emergencies** After Hours Call: (623) 856-7232

For Unaccompanied Housing After Hours Call: (623) 633-8893

Welcome Home!

Welcome to Luke Air Force Base and Unaccompanied Housing. We are pleased to have you with us and look forward to assisting you.

This Guide has been designed to familiarize you with all the facilities and services available within the Luke Air Force Base Unaccompanied Housing community.

Enclosed are policies and procedures that we hope you will find informative and helpful as you begin your assignment here at Luke AFB. The following pages explain the Air Force's responsibility for your campus and what we expect from you. By being considerate of your neighbors and treating fellow residents with respect and pride, you will help build strong warrior camaraderie within the community.

We understand this brochure might not cover all of your questions or concerns. Please do not hesitate to contact the Unaccompanied Housing Management Office in regard to any questions you may have.



We hope you enjoy your stay with us!

Unaccompanied Housing Management Office

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GENERAL INFORMATION

Philosophy

It is your room, day room/laundry room, and dormitory. You are an Airman in the United States Air Force. You are expected to act responsible and be respectful toward your neighbors, Unaccompanied Housing (UH) Management, and any service technicians working in and around your living space. We expect you to care about yourself and your surroundings and leave Luke AFB better than when you arrived. If you don't follow the rules and guidelines you **will** be held accountable for your misconduct.

Unaccompanied Housing Management Office (UHMO) Mentorship

Transitioning from tech school to your first base creates uncertainties and opportunities.

You are on your own now, making life decisions that will impact you for years, but you are **not** alone. Your Unaccompanied Housing (UH) Management team is here to guide and assist you in adjusting to the dormitory lifestyle, including how to live with your fellow Airmen. They will work to support you in making the right decisions, asking the right questions, and seeking the right person or agency that can help. The UH managers are here to help so please feel free to use them for their purpose.

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Move-In/Residency

The UHMO, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. The inspection is performed at the time of room assignment. Government furnished linen is available upon request. Each resident will be responsible for all furnishings in his/her room. Each item will be signed for on the AF Form 228, Furnishing Custody Receipt and Condition Report and filed in the UHMO. Removal of the room's government furnishings is **not allowed**. Report any facility problems to the UHMO as soon as possible.

Individual Room and Living Area Standards

Cleaning will be the responsibility of the resident(s). Rooms must be dusted and maintained in a neat and orderly fashion at all times. Carpets will be vacuumed and steam cleaned as necessary. If you need to borrow a vacuum or carpet cleaner, you can sign one out from the UHMO. It is your responsibility to purchase cleaning supplies however, UHMO has minimal cleaning supplies for your living quarters if needed. Please stop by the UHMO during normal duty hours. Bathrooms are to remain clean and sanitary at all times. Clothing and personal items will be neatly placed in a closet or dresser. Air Conditioning filters will be changed **monthly** by the resident(s). New filters can be located in your building's dayroom or provided by UHMO upon request. Washers and dryers will be kept clean and free of clothing after use. All windows, within a safe reach, will be kept clean inside and out.

Standards of Personal Conduct

All residents are responsible for their own actions. Any acts that may inconvenience, disturb, or be detrimental to the health, safety, or welfare of others are prohibited. The volume of radios, TVs, stereos, etc., shall be at a level that will not disturb other residents.

Right of Entry

The UHMO has the right of immediate room entry if emergency conditions are believed to exist. Such emergency conditions include the risk of substantial damage to the property, or risk of death, injury, or illness to humans. UH Management may also enter to assist CE maintenance, contractors, follow up on work orders, and conduct no-notice inspections and/or repairs.

Inspections

Periodic facility, furnishing conditions, and inventory room inspections will be performed randomly by UHMO staff. Fire/Safety inspections will also be performed by Fire Department or Safety personnel. Special inspections, IG, Wing Commander, Group Commander, etc., may be conducted at any time with/without notification. Monthly First Sergeant health and welfare inspections are required by AFI. Every attempt will be made to provide you with at least 24-hours advanced notice prior to special inspections, unless the inspecting party wishes the inspection be a no-notice.

Trash Disposal

Depositing personal room trash anywhere in or around the UH campus other than in dumpsters is not allowed. Day room, laundry room, and outdoor trash receptacles will **not** be used for this purpose. Do not leave empty food and beverage containers and other trash in common areas.

Non-Local Leave/Extended TDY/Deployment

Dorm residents will notify UHMO and First Sergeants of non-local leave (if you will not be staying in your dormitory during this time period), extended TDY, and deployments to ensure your room is periodically checked for damages from local climate conditions, insects, intrusion, or other problems that may arise.

Off Base/Move-Out List

IAW AFI 32-6000 a resident is eligible to move off base when they are an E-4 with 3 years time in service and the dormitory occupancy rate is 95%. Every resident is placed on the move-out list upon in-processing, however, it is your responsibility to inform the UHMO of when you make rank.

MAINTENANCE

Damages

Residents are held liable for loss or damage to government equipment/furnishings that you or your guests cause by abuse or negligence. Immediately report any damage found to the UHMO. Your UH Managers can fully explain your options to repair or replace damaged items and the method of payment.

Work Orders

Upon first notice of issues/problems with your room, you are responsible for submitting a work order. Work orders are available at the UHMO or you can submit them via the <https://forms.osi.apps.mil/r/EW7pmuTWtU> . Urgent issues need to be followed up on if the repair is not completed in a timely manner so please report any delays to the UHMO. If you ignore and/or do not report problems and it results in damage to facilities or furnishings (carpet, tile, walls, etc.) you may be held financially responsible for the full replacement cost of all government property damaged. Routine work requests will be submitted to the UHMO during normal duty hours. Emergency work requests (those that are safety related or could cause damage to the facility and/or furnishings) will be reported immediately to the UHMO during normal duty hours or the CE Emergency line @ (623) 856-7232 after hours.

Utilities

The UH residents will have utilities provided at government expense. Other utilities such as phone, cable, and internet are not included. It is the residents' responsibility to make arrangements for these services.

Pest Control

You may use indoor pest control products. If the issue requires more attention, please submit a work order or contact the UHMO office for assistance.

KEYS & SECURITY

Personal Key Responsibilities

Airmen will be issued a single set of keys or key for a room and either closet or common area entry. You will be required to maintain them physically on you at all times. If you lose your key(s) it will be considered as loss/damage to government property, resulting in you having to pay a \$40 replacement cost per key.

Lock-Outs

For lockouts during normal duty hours, go to the UH Management Office. If you lock yourself out of your room after UHMO duty hours, report to Fighter Country Inn (Bldg. 660) with your CAC. If you do not have your CAC, you will have to contact your supervisor to report with you. All lock outs are tracked, monitored, and reported to squadron First Sergeants, the Installation Command Chief, and MSG Group Superintendent. Under no circumstances should you attempt forcible entry. If you feel there is an emergency situation, dial 911.

Security

Individual room doors, windows, and adjoining laundry rooms or kitchens will be closed and locked when the room is unoccupied. Protection of your personal property is your own responsibility.

COMMUNITY POLICIES

Dormitory Council information

The Airmen Dormitory Council is the forum for residents of an individual dormitory to address their concerns about their living environment with a panel of their peers. This helps establish standards for all residents, present solutions for problem areas, establish positive recreational activities, and identify facility and furnishing improvements.

Storage Rooms

Designated storage rooms are located within your UH. Flammable materials are not authorized to be stored in storage. Contact the UHMO for locations.

Prohibited Items

Space heaters of any type are prohibited in UH. The use of candles, incense, and open flame or coal devices are also strictly prohibited.

Alcohol

You **cannot** drink alcohol if you are under 21 years of age. As you know, there are penalties if you underage drink. If you are of legal drinking age and living in UH, you may have alcohol in your room and shared common area but it is **your** responsibility to control who has access to it.

Smoking

Smoking in any dormitory building, balcony, or undesignated pavilion in the dorm campus area to include the use of a hookah/shisha, e-cigarettes, and vaping devices is strictly prohibited. Only designated smoking areas are authorized for smoking devices. Ash trays are provided in the designated smoking areas. Do not leave anything behind and clean up after yourself. Ashes, used ash trays, and burned smoking material found in prohibited smoking areas will be considered a violation of the no smoking policy.

Fire Extinguishers & Smoke Detectors

If you are located next to an interior fire extinguisher you must do a **monthly** fire extinguisher inspection. Fire extinguisher inspections include ensuring needle is in the green, hose is free of cracks, safety pin and/or seal is intact, and bottle is not dented/punctured. If extinguisher is determined to be serviceable, the yellow tag needs to be initialed and dated with the date of inspection. If not serviceable, notify UH Management Office for replacement. Maintain and check carbon dioxide and smoke detectors monthly. Batteries are located at the UHMO.

In the event of a fire, pull the fire alarm, evacuate the building immediately, and notify the Fire Department by dialing **911**. **Tampering with fire detection/alarm systems is UNLAWFUL and will result in disciplinary actions.**

Evacuation

The fire evacuation plan is posted on your door with primary and alternate routes of escape. Arrange furnishings so as not to obstruct or impede opening doors leading from rooms to exit doors. Questions on fire prevention should be directed to Luke AFB Fire Department.

Guests

Airmen may escort guests in and out of their assigned quarters and within open common areas. Guests and their conduct are the responsibility of the sponsor. At no time will guests be left unaccompanied by the sponsor while on the premises. Guests under the age of 18 are not permitted. You and your guests will respect the rights property and privacy of all other UH residents. The only person authorized to sleep in the individual's room is the person assigned to that room.

OVERNIGHT GUESTS ARE NOT PERMITTED

COHABITATION IS STRICTLY PROHIBITED.

Noise Control/Parties

Many residents work weekends, alternate shifts, and sleep during the daytime. Please be considerate. Residents who are affected by excessive noise should contact the offending individual to ask that the volume be turned down. If the individual refuses to comply, contact UH Management Office and for after hours complaints, Security Forces. Inform the UH Management Office in the event of repeated offenses. The First Sergeant will then be contacted and further action will be taken. Parties are not authorized unless they are an official function with prior coordination and a written proposal sent to the UHMO. Furthermore, it must have the written approval from the UH Superintendent. The UH facilities are a 24/7 quiet area.

Appliances

Cooking inside any area other than the kitchen is prohibited. The use of hot plates, portable burners, crock pots, toaster ovens, and any other heating or cooking devices is also prohibited. Exceptions are private microwave ovens, non-exposed hot plate coffee makers, and self-contained “Keurig Style” devices. The installation replaces and services installed ovens, refrigerators, and microwaves. Appliances are assigned by serial number and recorded on an AF Form 228. Notify UHMO when repairs are needed. Please do not attempt repairs or adjustments yourself.

Decorating and Alterations

Residents may decorate their room with posters, pictures, and wall displays as long as they are in good taste. All added personal items that make the room more personal must conform to standards. Pornographic/offensive materials will not be displayed. Any material found to be offensive by any other person will be removed. Only non-damaging approved wall hanging devices may be used to affix decorations. For example, wall anchors, nails or adhesive-damaging devices are exclusively prohibited.

Vehicle Maintenance

Maintenance on vehicles is strictly prohibited in the UH parking lots. There will be no maintenance performed that involves vehicle fluids, i.e. coolant, motor oil, transmission fluid, etc. You are only allowed to check levels and top off as needed. There also shall be no maintenance performed that would require the vehicle to be raised and supported by jack stands. The base automotive hobby shop (623-856-6107) has all the necessary tools and equipment to enable you to safely maintain your vehicle and properly handle all hazardous fluids associated with vehicle maintenance. Storage of equipment or parts in room (tires, motors, etc.) is prohibited.

Recreational Vehicles

All recreational vehicles such as ATVs, dirt bikes, and trailers must be stored at an off base location or in the 56 FSS Storage Lot. Failure to do so could result in the vehicle or trailer being towed by Security Forces.

Community Areas

Basketball Courts, Soccer Fields, Volleyball Courts, and Pavilions are located around the UH Campus for your use. Ensure you clean up the area when you are done.

Weapons Policy

Possession of firearms, ammunition, fireworks, projectile devices, (to include bows, blow guns, crossbows, pellet guns, paint ball guns and airsoft guns) are strictly prohibited. To include knives with blades six inches or longer, including decorative swords short blades and machetes are prohibited.

Pets

Only fish are allowed in UH living areas with the tank not to exceed **20 gallons**.

ENERGY CONSERVATION

Why?

The goal of energy and water conservation is to ensure that the essential needs are provided without waste. Energy conservation is a key element in Luke Air Force Base's effort to become energy efficient. You are responsible for practicing energy conservation to avoid waste.

Tips

The following tips are suggested for you to conserve and reduce energy consumption without sacrificing comfort.

- Turn off or restrict the use of lighting in your room and common area if individual(s) are not present.
- Use drapes, blinds, and shades to allow entry of sunlight in the heating season and provide shade during hot weather.
- Close doors to unused rooms.
- Turn off air-conditioning systems and close windows when away for an extended period of time (weekends, holidays, or vacations).
- Turn off lights in unoccupied rooms.
- Ensure that air filters are changed every 30 days or sooner.
- Do not obstruct supply duct.
- Use the shower in lieu of the tub for bathing.
- Keep doors and windows closed whenever air conditioning or heating is in operation.
- Check toilets for leaks.
- Make sure faucets are shut off properly.

LUKE AFB COMBINED DORM ROOM INSPECTION CHECKLIST

Dormitory: _____

Room: _____

Name: _____

Squadron: _____

DOORS:

- ☐ Dirty
- ☐ Damage
- ☐ Unlocked (Auto Fail)

FLOORS:

- ☐ Dirty/Dusty
- ☐ Carpet Needs Vacuuming
- ☐ Tile needs mopping
- ☐ Carpet strewn around

GENERAL ITEMS:

- ☐ Dirty waste basket
- ☐ Lamps/Dirty inop
- ☐ Inop light bulbs

CLOSET (If applicable):

- ☐ Unsecured
- ☐ Doors dirty
- ☐ Cluttered

BED:

- ☐ Bedspread dirty/Missing
- ☐ Linen dirty/Missing
- ☐ Bed not made
- ☐ Under bed dusty/Dirty

CEILING:

- ☐ Lights Inop
- ☐ Dirty/dusty
- ☐ Damaged
- ☐ A/C vent dirty/Dusty
- ☐ Filter requires change
- ☐ Ceiling fan/blades dirty/dusty

GENERAL ITEMS:

- ☐ Dirty waste basket
- ☐ Lamps/Dirty inop
- ☐ Inop light bulbs

DRESSERS/DESK:

- ☐ Top clutter
- ☐ Top dusty
- ☐ Drawers cluttered
- ☐ Drawers dirty
- ☐ Damaged

SAFETY:

- ☐ Smoke detector Inop
- ☐ Fire Extinguisher

WALLS:

- ☐ Dirty
- ☐ Baseboards dirty
- ☐ Outlet covers dirty/Broken
- ☐ Offensive pictures/Posters

SINK/VANITY:

- ☐ Dirty vanity top
- ☐ Dirty sink
- ☐ Fixtures need polished
- ☐ Mirror streaked
- ☐ Med cabinet dirty

REFRIGERATOR/MICROWAVE

- ☐ Freezer needs defrosting
- ☐ Refrigerator/Microwave outside
- ☐ Refrigerator/Microwave inside
- ☐ Refrigerator seal dirty

WINDOW:

- ☐ Dirty
- ☐ Sill dusty/Dirty
- ☐ Blinds dusty/Dirty
- ☐ Screen dusty/Damage
- ☐ Unlocked/Open

BATHROOM:

- ☐ Bathtub/Shower dirty
- ☐ Dirty floor
- ☐ Dirty/Mildewed walls
- ☐ Soiled shower curtain
- ☐ Fixtures need polished
- ☐ Dirty commode

KITCHEN SINK/COUNTER:

- ☐ Sink dirty/Dishes in sink
- ☐ Counter dirty/Clutter

RANGE:

- ☐ Stove top dirty
- ☐ Oven dirty
- ☐ Cooking equipment
- ☐ Exhaust hood dirty

UNAUTHORIZED ITEMS (Auto Fail)

- ☐ Flammables
- ☐ Weapons/Knives
- ☐ Auto parts
- ☐ Others: _____

INSPECTION CONDUCTED BY: _____ DATE: _____

RANK/NAME

REINSPECTION DATE: "TBD". CONTACT YOUR FIRST SERGEANT BY COB NEXT DUTY DAY IF
MARGINAL OR UNSAT RATING

☐ Outstanding (0-1)

☐ Marginal (6-7)

☐ Excellent (2-3)

☐ Unsatisfactory (8+)

☐ Satisfactory (4-5)

IMPORTANT PHONE NUMBERS

UH Management Office (ADL)	(623) 856-7841
CE After Duty Service Calls	(623) 856-7232
Chaplain	(623) 856-6211
Clinic Appointment Line	(623) 856-2273
Finance	(623) 856-7028
Crime Stop	(623) 856-6666
Transportation Management Office (TMO)	(623) 856-7035
SARC	(623) 856-4878
Security Forces	(623) 856-6322

UNACCOMPANIED HOUSING MAP



★ = Dormitory

Building 635 = Unaccompanied Housing Management Office