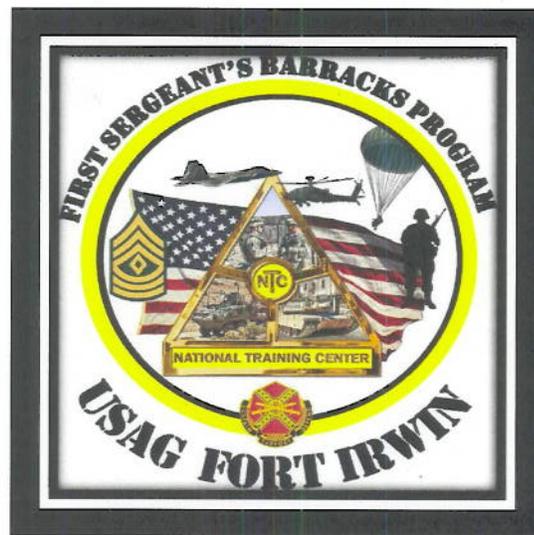




Fort Irwin Single Soldier Housing (SSH) Resident Guide

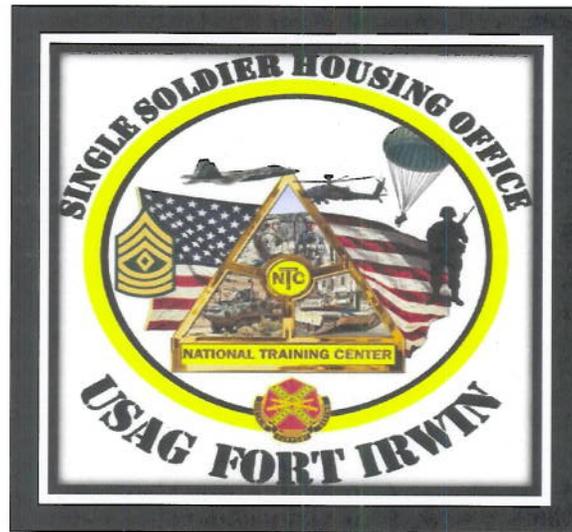


Single Soldier Housing Office (SSHO)
Building 312
FORT IRWIN, CA 92310
OFFICE (760) 380-7789

|
"We Are The Worlds' Premier Training Center"

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This Single Soldier Resident Guide is designed to familiarize you with your stay in Single Soldier Housing at Fort Irwin, California. Enclosed are policies and procedures regarding your occupancy. If, by chance, you have a particular question not covered in this guide, please do not hesitate to contact the Single Soldier Housing Office at Fort Irwin, Building 604. Our Army Building Management Teams are trained professionals who are committed to your satisfaction.

Sincerely,

The Single Soldier Housing Management Office & Staff

1.0 Introduction

1.1 Single Soldier Housing (SSH) is a partnership between the unit leaders and the Garrison staff with regard to housing single Soldiers in permanent party barracks. This initiative is one part of the Army Plan to improve the quality of life of our single Soldiers by providing them quality living areas, giving them responsibility for their rooms, and holding them accountable for damages.

1.2. SSH staff is responsible for the administrative duties of the day-to-day barracks operations. Responsibilities include Report barracks utilization, assign residents to and clear residents from rooms, provide access to rooms, perform minor maintenance (Self Help) and vacant room maintenance, coordinate and track maintenance requests, and maintain accountability for barracks furnishings and keys.

1.3. All residents are responsible to ensure that high standards of cleanliness are maintained in the rooms, common areas, and outside the buildings. Residents are responsible for their visitors' actions while in the barracks.

2.0 Room Assignment

Soldiers must process through the SSHO for the assignment of rooms. The SSH will prepare a hand receipt for the Soldier to sign accepting responsibility for the room and all furnishings within.

Barracks Assignment Guidelines

1. Inspect your assigned space upon arrival. Annotate any deficiencies on the Barracks Move-In Condition/Inspection Checklist provided to you and return it to your SSH within 3 working days. If the Soldier notes any deficiencies, the SSH inspector will verify and the hand receipt will be reconciled accordingly.
2. Approval from your 1SGT **and** your Area Building Management Team (ABMT) must be received **before** changing rooms.
3. If you are in a room by yourself (SPC and below), do not migrate into the adjoining space; always have the room ready to receive a roommate.
4. Don't remove or swap out any furniture in the barracks rooms/buildings.
5. Practice good housekeeping.
6. A fish tank is authorized with the consent of all parties living in the room; all other pets are not authorized.
7. If you are planning on being away for more than 14 days you must notify the SSHO.

8. Smoking is **not** authorized inside the barracks rooms/buildings. Smoking materials must be disposed of properly.
9. When cooking in rooms equipped with cooking appliances, items must not be left unattended. Lit candles or incense are **not** authorized in the barracks.
10. It is illegal to tamper with smoke detectors (remove, turn-off, etc).
11. Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights and signs, emergency backup lighting and exit hardware.
12. Parking in designated fire lanes or within 15' of a fire hydrant or fire department connection is not allowed. You could be ticketed by the Provost Marshal's Office for parking/driving your POV in non-designated parking/driving areas.
13. For lock-outs, contact your unit during normal duty hours; after hours you must contact your designated Staff Duty NCO (SDNCO). If you are still unable to gain access to your room, then the SDNCO will issue you a transit room until the next business day the SSHO is open.
14. Work orders are placed by contacting your SSHO. In the case of an emergency during non-business hours you will call the DPW service Order Desk and follow the prompts in order to place the emergency work order. Please notify you're SSHO of any deficiencies ASAP.

3.0 Room Termination

1. Soldiers should schedule a pre-inspection appointment with their SSH office NLT 30 days prior to their final out. At this time, the Soldier is briefed on procedures and given a copy of the termination packet.
2. The SSH Inspector will meet the Soldier at their assigned room for their scheduled pre-inspection. The SSH Inspector will inspect the room using the move out inspection checklist and Clearing Standards Worksheet. Any deficiencies will be noted and given to the Soldier. The Soldier will schedule their final move-out inspection within five working days from their final out. The move-out inspection will be reconciled against the move-in inspection to determine any damage beyond fair wear and tear.
3. The SSH Inspector and the Soldier will return to the SSH office where deficiencies will be assessed. If any damages are determined to be beyond fair wear and tear, the Soldier will be informed and damage collection paperwork will be initiated. If the room is not cleaned IAW AR 420-1 table 3-1 Room Cleaning Standards, the Service Member is informed about the deficiencies and is given the opportunity to reschedule for another inspection.

4. The SSH A&T Counselor will update the room assignment grid and the BUR.
5. The SSH A&T Counselor will update changes in EMH. A copy of the termination letter will be provided to the Soldier and a copy filed in the Soldiers folder. Upon completion of this process, the A&T clerk will stamp and sign the Soldiers clearing papers.
6. Failure to process through your SSH office for room moves and terminations may result in a financial liability to the Soldier.

4.0 Accountability

As you are aware upon in processing, you signed a Liability Statement for Damages. This statement explained the rules that apply to unaccompanied personnel housing. In accordance with (IAW) AR 735-5, a Soldier is liable to the United States for damage to any assigned housing (barracks room) and related equipment or furnishings, if the damage is caused by the Soldier's abuse or negligence. Damages include lack of cleaning or failure to clean when resident clears/moves out of assigned room. The senior occupant in each room will sign for all common area items within the room. The following documents are the estimated costs for damage to the property within your room. These estimates are your cost if you are found liable due to personal negligence.

4.1 Damage Collection

Reference: Fort Irwin Single Soldier Housing (SSH) Installation Standard Operating Procedures Appendix 7.2 Termination Packet (Room Repair Price List)

| Room Damage (Updated July 2011) | | Cost | Cleaning | Cost |
|-----------------------------------|----------|-------------------------------|---|---------------|
| Replace Closet Shelf | \$40.00 | Cleaning of Chairs/Per Room | 1-3 Chairs \$75, add \$25 for each additional chair | |
| Hole in Wall - 12" x 12" | \$60.00 | Cleaning of Room- Maint | | \$60.00 |
| Ceramic Tile | \$60.00 | | | |
| Door and Key | | Safety Equipment | | |
| Lost Key | \$20.00 | Fire Extinguisher Housing | | 70 |
| Broken Key | \$20.00 | Fire Extinguisher Glass | | \$70.00 |
| Broken Lock | \$420.00 | Smoke Detector | | \$35.00 |
| Broken Handle | \$65.00 | Panic Hardware on Bay Doors | | \$125.00 |
| Damaged Interior Door | \$300.00 | Misc. Building Damages | | \$1000-\$1800 |
| Damaged Metal Door | \$450.00 | Glass Entry Doors | | |
| Damaged metal door w/lock | \$880.00 | Laundry Room Counters | | \$375.00 |
| Damaged Wooden door | \$260.00 | Laundry Room Sink | | \$120.00 |
| Damaged Wooden Door w/lock | \$640.00 | Door Closures | | \$150.00 |
| Kitchen Area | | Window Screen | | \$75.00 |
| Repair Kitchen Drawer Facing | \$75.00 | Window Screen, Frame Only | | 45 |
| Replace Stove/Oven | \$325.00 | Broken Window, Single Pane | | 20 |
| Repair kitchen counter | \$250.00 | Broken Window, Double Pane | | 250 |
| Replace kitchen counters | \$850.00 | Broken Window, Frame w/ Pane | | 325 |
| Sink Fixture | \$120.00 | Double Metal Doors | | \$500-\$1500 |
| Cabinets | \$350.00 | | | \$700-\$2500 |
| Kitchen Counter | 250 | | | |
| Bathroom Area | | | | |
| Shower Rod | \$35.00 | | | |
| Towel Rod | \$35.00 | | | |
| Sink Fixture | \$75.00 | | | |
| Soap & toilet Paper Holders | \$30.00 | | | |
| Sink | \$200.00 | | | |
| Mirror | \$75.00 | | | |
| Toilet Seat | \$40.00 | | | |
| Tub Fixtures | \$100.00 | | | |
| Shower Fixture | \$125.00 | | | |
| Handle on Flush Valve | \$90.00 | | | |
| Reattach Flush Valve | \$75.00 | | | |
| Toilet or Urinal | \$300.00 | | | |
| Florescent Light Fixture, 4 Bulbs | \$120.00 | | | |
| Stall Door | \$225.00 | | | |

PRICE SUBJECT TO CHANGE

5.0 Access to Rooms

The SSH staff provides a housekeeping key to the BDE S2 to gain access to rooms as required for all lawful purposes. Coordination with SSH office for access to rooms is required. In an emergency or when conducting health and welfare inspections, unit leaders and SSH staff are authorized to enter residents' rooms without previous notice, but will alert the resident by knocking before entry. If criminal activity in the room is suspected, Unit Commanders will consult with their servicing Judge Advocate before taking action to enter the room.

6.0 Common Area Custodial and Grounds Maintenance

Unit responsibility includes all areas within 50 feet of the barracks building and any ancillary structures such as picnic areas, outdoor grills, tables, benches, sidewalks, and parking areas. Building common area (to include common lavatories, dayrooms, hallways, stairwells, balconies etc) custodial tasks remain a Unit responsibility. In other words, clean up after yourself and your buddies.

7.0 SSH Office Hours

The SSH offices will be open from 08:00-1600 Monday through Friday except Federal Holidays.

SSH Phone Numbers

SSH One Call Service order desk 380-9372

8.0 After Hours Work Orders

After normal duty hours or on the weekend/ Holidays, Soldiers should call the Staff duty who will call the DWP Service order desk 380-3539 and follow the prompts for SO.

EOC 760-380-3750

Range Control 760-380-3878 / 3637

Main Gate 760-380-2255

Animal Control 760-380-2679

Visitor Center (Temp Pass)

Phone: (760) 380-6750

Fax (760) 380-6073

CHP: 760-255-8700

Barstow Police Dept: 760-256-2211

SB Sheriff's Office: 760-256-4838

Barstow Hospital: 760-256-1761

Military Police/ Fire Department

Emergency: 911

Cell Phone Users 760-380-HELP (4357)

Police 760-380-4444 / 4400

Fire Dept 760-380-3496

FOR EMERGENCY ALWAYS DIAL 911

9.0 Energy and Conservation

The goal of energy and water conservation is to ensure that the essential needs of all Soldiers are provided without waste. Energy conservation is a key element in Fort Irwin's effort to become energy efficient. Soldiers are responsible for practicing energy conservation to avoid waste. The following tips are suggested for Soldiers to conserve and reduce energy consumption without sacrificing adequate comfort as constrained by the Energy Policy signed by the Commander:

- Set thermostat at a comfortable setting without fluctuation to maintain consistent climate control. Policy is 68 degrees for the heating season and 78 degrees for cooling season.
- During the heating season, if the room will be vacant for an extended period like weekends, holidays or vacations then turn the thermostat to the off position.
- During the cooling season, if the room will be vacant for an extended period, then turn the thermostat to the off position.
- Keep doors and windows closed whenever air conditioning or heating is in operation. Especially do not prop the exterior hallway door open in the summer; this not only wastes energy but also puts the air conditioning system at further risk for breaking down.
- Check toilets for leaks.
- Make sure faucets are shut off properly.
- Use flow controlling nozzle/spray head device for outdoor hoses.
- Take short showers instead of baths.
- Do not remove or replace devices that have been installed to conserve water such as faucet aspirators and low flow showerheads.
- Do full loads of laundry and make sure the water level is right for the size of the load.
- Turn off lights when not needed.

10.0 Locks and Keys

Only the Soldiers listed on the Soldier Responsibility Agreement will be issued a key to the room. Soldiers are not permitted to alter existing locks or install any additional locks.

11.0 Lock-Outs

A. Normal Duty Hours

1. During duty hours the Soldier reports to the unit first line supervisor or their 1SGT.
2. Unit first line supervisor, 1SG, SDO/SDNCO, verifies lock out i.e. key, code or card is not working.
3. During duty, hours if Code, card, or key are not working or lost then the unit will call SSH One Call.
4. SSH will verify card or key does not work and issue new one if needed or initiate service order for lock to be repaired.
5. SSH key custodian initiates the collection process for lost cards, keys or damaged locks.

B. After Duty Hours

1. After duty hours, Soldier reports to Unit SDO/SDNCO. SDO/SDNCO will verify if the card or key is not working.
2. If card or key is not working then SDNCO/SDO will issue a transit room to the Soldier until the next business day when the SSHO is open.

12.0 Maintenance Emergency

Emergencies will be handled immediately. Contact the DPW Service order desk 380-3539 and follow the prompts to submit an emergency work order. Emergency situations consist of:

1. Fire (immediately call 911).
2. Lack of electricity.
3. Broken or non-working doors, locks, windows.
4. Roof leaks.
5. Lack of heat when outside temperature is below 68 degrees.
6. Lack of air conditioning when outside temperature is above 78 degrees.
7. Lack of water.
8. Non-functioning toilet.
9. Flooding.
10. Broken pipes.
11. Any life safety or health concern.
12. Water flowing from grass or street areas (possible underground pipe break).
13. Overflowing manhole (possible sewer back-ups).

13.0 Maintenance Service Request

If a Soldiers room requires routine maintenance, contact the SSH One Call at 380-9372 to submit a work order.

14.0 Pest Control

Soldiers are responsible for minor pest control practices consisting of good sanitation and housekeeping practices. For professional pest control treatments, Soldiers should contact the SSH One Call at 380-9372 and to submit a work order. If you experience a problem with snakes, squirrels, or other outdoor wildlife, please call 911 for assistance.

Soldiers are expected to:

1. Maintain rooms in a manner to deny access, harborage, and sustenance to household pests.
2. Ensure windows and doors are closed and fit properly.
3. Protect food by storing in pest proof containers, especially starchy or fatty foods.
4. Promptly clean up spilled foods, crumbs, drinks.
5. Empty garbage daily.
6. Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspapers, empty cans, empty bottles, and paper grocery bags in kitchen and baths.
7. Have leaks and dripping faucets repaired promptly.

15.0 Refuse collection

Every block has a dumpster for trash disposal and for recyclables. Every room will be provided a trash can and a recyclable container to facilitate the separating of your trash and recyclables in accordance with the guidelines listed below.

15.1 Recycling

Recycling at Fort Irwin is **MANDATORY**. Dumpsters are located at all barracks locations. All soldiers must recycle the following items: **Glass: Amber/brown, clear, green**. This will include only glass containers that food or drinks come in (Examples are; beverage/drink bottles, jelly jars, ketchup jars, mustard jars, pickle jars, etc...). It does not include such items as auto glass, Corning ware, Regal ware, plates, cups, and bowls. Remove lids and rinse all containers before placing in recycle dumpster.

Plastic: All plastic bottles/containers with the numbers # 1, # 2 or # 5 stamped on the bottom of the containers. (Examples are; drink containers, milk jugs, laundry detergent jugs, bleach containers, shampoo bottles, conditioner bottles, etc.)

No motor oil containers please. (Remove lids empty all solids and liquids and rinse before placing in the recycling dumpster).

Paper: Includes newspaper, sales papers, junk mail, magazines, phone books, catalogs, school papers, calendars, folders, etc. Place all paper products in a plastic bag and tie the top closed prior to placing in the recycling dumpster.

Do not recycle paper items that have food waste on them such as used paper plates.

Cardboard: Shipping and Packing Boxes, Shoe Boxes, Cereal Boxes, Cookie/Cracker Boxes, Shirt Boxes, Paper Towel Spools, Poster Boards, etc... Break down all cardboard boxes. Large quantities of cardboard that will not fit or that will fill up your cart should be broken down and placed inside the recycling dumpster.

Cans: Metal and aluminum. **No motor oil cans please.** (Empty all liquids and solids from cans and rinse before placing in the recycling dumpster.)

Printer toner cartridges (all) – Using the carton that your new cartridge came in, place the old cartridge in the same box and tape top closed prior to placing in the recycling dumpster.

Large recyclable items: For large recyclable items such as grills, bicycles, sofas etc... call the SSH One Call and follow the prompts to speak with your SSH representative.

15.2 Hazardous Waste

Paint: Dry latex paint can be thrown away with the regular trash. Latex or oil-based paint that is still usable can be recycled and turned into the Pollution Prevention Yard (P2) at Bldg 630. Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.

Aerosol cans: Turned into the P2 yard.

Motor oil and vehicle batteries: No vehicle maintenance is allowed in the barracks area. However, you will appreciate that Auto-Craft Centers and off-post maintenance shops have collection points for motor oil and vehicle battery recycling.

Drugs: Prescription drugs should be washed down the drain with water.

Lamps: Any lights, Compact Fluorescent Light (CFL) bulbs cannot be disposed in normal trash

Batteries: ANY type of batteries (including AA, AAA, C, D, etc) or light bulbs....they all get turned into the P2 yard.

Prescription Drugs: should be turned into the Hospital pharmacy, not down a sink or commode.

Several environmental policies have changed recently. When in doubt call the DWP Environmental office (Bldg 602) at 380-3410.

16.0 Room Alterations

Soldiers may wish to add customized accents to make their room feel more like home. While Single Soldier Housing supports such projects, it requires Soldiers to secure authorization for alterations from the SSH prior to work being performed and to ensure that potential health and safety hazards are prevented.

- No nails, screws or hooks should be used on the walls, doors, or cabinets.
- Wall mirrors, corkboards, paneling, etc. are prohibited on the walls.
- Tub decals are prohibited.
- Removal of window blinds is prohibited.

17.0 Gasoline Storage

Gasoline should never be stored your room. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the Soldier will be responsible to clean up the area immediately, call your SSH One Call, and follow the prompts to speak with your SSH representative.

18.0 Guests

Visitors and guests are welcome, but are subject to all Fort Irwin Rules contained in the Soldier Responsibility Agreement and this Guide. Social visits of a temporary nature by Soldiers or their family members are authorized.

19.0 Heaters

Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are prohibited.

20.0 Bad Weather Procedures

Monitor local radio and television stations for storm information. Remain alert to information being broadcast in housing areas by Military Police (MP) personnel. Unnecessary driving and telephone utilization should be curtailed. Maintain a shelter in place kit that you can take with you.

21.0 Noise

Be considerate of neighbors. Soldiers must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing of stereos, excessive base, television or musical instruments, which would disturb the peace and quiet enjoyment of other Soldiers, is absolutely prohibited

22.0 Parking, Vehicles, and Motor Vehicles

Motor vehicles are to be parked in authorized parking areas along the road surface beside the curb, in that priority. Repairs of any nature to vehicles are prohibited in the neighborhoods. An on-post Auto Craft Shop is available which may be utilized to perform these repairs.

Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, and utility trailers is prohibited in the barracks parking areas. Storage facilities are available for such vehicles at the Outdoor Recreation Center, Unregistered, inoperable, unlicensed, or abandoned vehicles may not be parked within the barracks parking areas. Violators will be ticketed by the Military Police Department and will be subject to having vehicles towed away at the Soldier's expense. At no time will vehicles be permitted to be left on jacks.

2. All privately owned permitted weapons must be registered with the Provost Marshal's Office within three (3) working days after arrival on the installation or after obtaining the weapon.

3. All firearms and other potential dangerous weapons must be stored in the Soldiers unit arms room. **Violations of the Weapons Policy will result in UCMJ action.**

29.0 Window Covering

1. Soldier are not authorized to alter or remove mini blinds; if you have any questions regarding your window coverings please call the SSH One Call and follow the prompts to speak to your SSH representative.

2. If blinds are damaged due to Soldier neglect, a charge will be assessed for replacement once a Soldier clears.

30.0 Fort Irwin – In-Processing –Out-Processing Numbers

If you are going to be assigned to Fort Irwin, you must sign in at the reception Campus Center. The reception campus is buildings 105-111. SSHO is located at bldg 312.

Single Soldier Housing office Front Desk -----380-7789

SSH One Call Work Order Desk-----380-9372

EMERGENCY NUMBERS

| | |
|-----------------------|---------------|
| Emergency | 911 |
| Military Police | 4444 |
| Main Gate | 2255 |
| Animal Control | 3740, 6235 |
| Work Order - Pinnacle | 386-4663 |

| | |
|------------------|------|
| Work Order - IAP | 7425 |
|------------------|------|

GENERAL

| | |
|---------------------------|----------|
| Armed Forces Bank | 386-1504 |
| Barber Shop | 386-2770 |
| Beauty Shop | 386-1030 |
| Dry Cleaners | 386-7979 |
| Firestone Car Care Center | 386-3399 |
| Landmark Inn | 386-4040 |
| Mary Walker Clinic | 7340 |
| Post Exchange | 386-2060 |
| Post Office | 386-2259 |
| Religious Services | 3562 |
| Hospital Appointments | 3124 |

CHILDREN & PETS

| | |
|-------------------------------|----------|
| Child Development Center | 1253 |
| Paws 'N Claws | 7387 |
| Silver Valley Unified Schools | 254-2916 |
| Veterinary Clinic | 3025 |

ENTERTAINMENT

| | |
|---------------------------|------|
| Ingalls Recreation Center | 3585 |
| Movie Theater | 3490 |
| Outdoor Rec Center | 3434 |
| Strike Zone | 4249 |
| Tickets 'N Tours | 4767 |

FITNESS

| | |
|-------------------------|------|
| Fitness Connection | 7242 |
| Freedom Fitness Center | 3685 |
| Memorial Fitness Center | 7715 |

| | |
|------------|------|
| Oasis Pool | 3046 |
|------------|------|

| | |
|------------------|----------|
| Sandy Basin Pool | 447-1469 |
|------------------|----------|

FOOD / RESTAURANTS

| | |
|-----------------|----------|
| Anthony's Pizza | 386-2002 |
|-----------------|----------|

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|------------|------|
| Commissary | 3560 |
|------------|------|

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|--------------|------|
| Outer Limits | 3084 |
|--------------|------|

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|---------------|------|
| Primo's Pizza | 8646 |
|---------------|------|

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|----------|------|
| Reggie's | 6717 |
|----------|------|

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|--------------------|----------|
| Shoppette, 24 Hour | 386-2417 |
|--------------------|----------|

| | |
|----------------------|----------|
| Shoppette, Dust Bowl | 386-2215 |
|----------------------|----------|

| | |
|-----------------------|----------|
| Shoppette, Sandcastle | 386-7111 |
|-----------------------|----------|

Single soldier Housing Office

| | |
|----------------------------------|----------|
| FSBP Program and SSHO Chief | 380-9732 |
| SSHO Office Manager | 380-3548 |
| SSHO Customer Service Admin | 380-9371 |
| SSHO IN/OUT Processing office | 380-7789 |
| SSHO UPH A/T Inspector) | 380-9374 |
| SSHO One Call Service Order Desk | 380-9372 |
| Area BDE Mng Team Alpha | 380-3506 |
| Area BDE Mng Team Bravo | 380-9370 |
| SSHO Conference Room | 380-9373 |

Liability Briefing Statement

I _____ have read and understand the

Print Name

Provisions of the Single Soldier Resident Guide. I understand that I will read the Single Soldier Housing SOP provide to me within 14 days of arrival. This Guide and SOP is a written order from the USAG Fort Irwin Command Sergeants Major and violations of the provisions will subject me to potential administrative and/or punitive action(s) based on Article 92 of the Uniform Code of Military Justice.

Date

Occupant's Signature

Witnessed by:

Printed Name

SSHO Staff

Witness' Signature





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Sincerely,

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Barracks Assignment Guidelines

1. Inspect your assigned space upon arrival. Annotate any deficiencies on the Barracks Move-In Condition/Inspection Checklist provided to you and return it to your SSH within 3 working days. If the Soldier notes any deficiencies, the SSH inspector will verify and the hand receipt will be reconciled accordingly.
2. Approval from your 1SGT **and** your Area Building Management Team (ABMT) must be received **before** changing rooms.
3. If you are in a room by yourself (SPC and below), do not migrate into the adjoining space; always have the room ready to receive a roommate.
4. Don't remove or swap out any furniture in the barracks rooms/buildings.
5. Practice good housekeeping.
6. A fish tank is authorized with the consent of all parties living in the room; all other pets are not authorized.
7. If you are planning on being away for more than 14 days you must notify the SSHO.

8. Smoking is **not** authorized inside the barracks rooms/buildings. Smoking materials must be disposed of properly.
9. When cooking in rooms equipped with cooking appliances, items must not be left unattended. Lit candles or incense are **not** authorized in the barracks.
10. It is illegal to tamper with smoke detectors (remove, turn-off, etc).
11. Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights and signs, emergency backup lighting and exit hardware.
12. Parking in designated fire lanes or within 15' of a fire hydrant or fire department connection is not allowed. You could be ticketed by the Provost Marshal's Office for parking/driving your POV in non-designated parking/driving areas.
13. For lock-outs, contact your unit during normal duty hours; after hours you must contact your designated Staff Duty NCO (SDNCO). If you are still unable to gain access to your room, then the SDNCO will issue you a transit room until the next business day the SSHO is open.
14. Work orders are placed by contacting your SSHO. In the case of an emergency during non-business hours you will call the DPW service Order Desk and follow the prompts in order to place the emergency work order. Please notify you're SSHO of any deficiencies ASAP.

3.0 Room Termination

1. Soldiers should schedule a pre-inspection appointment with their SSH office NLT 30 days prior to their final out. At this time, the Soldier is briefed on procedures and given a copy of the termination packet.
2. The SSH Inspector will meet the Soldier at their assigned room for their scheduled pre-inspection. The SSH Inspector will inspect the room using the move out inspection checklist and Clearing Standards Worksheet. Any deficiencies will be noted and given to the Soldier. The Soldier will schedule their final move-out inspection within five working days from their final out. The move-out inspection will be reconciled against the move-in inspection to determine any damage beyond fair wear and tear.
3. The SSH Inspector and the Soldier will return to the SSH office where deficiencies will be assessed. If any damages are determined to be beyond fair wear and tear, the Soldier will be informed and damage collection paperwork will be initiated. If the room is not cleaned IAW AR 420-1 table 3-1 Room Cleaning Standards, the Service Member is informed about the deficiencies and is given the opportunity to reschedule for another inspection.

4. The SSH A&T Counselor will update the room assignment grid and the BUR.
5. The SSH A&T Counselor will update changes in EMH. A copy of the termination letter will be provided to the Soldier and a copy filed in the Soldiers folder. Upon completion of this process, the A&T clerk will stamp and sign the Soldiers clearing papers.
6. Failure to process through your SSH office for room moves and terminations may result in a financial liability to the Soldier.

4.0 Accountability

As you are aware upon in processing, you signed a Liability Statement for Damages. This statement explained the rules that apply to unaccompanied personnel housing. In accordance with (IAW) AR 735-5, a Soldier is liable to the United States for damage to any assigned housing (barracks room) and related equipment or furnishings, if the damage is caused by the Soldier's abuse or negligence. Damages include lack of cleaning or failure to clean when resident clears/moves out of assigned room. The senior occupant in each room will sign for all common area items within the room. The following documents are the estimated costs for damage to the property within your room. These estimates are your cost if you are found liable due to personal negligence.

4.1 Damage Collection

Reference: Fort Irwin Single Soldier Housing (SSH) Installation Standard Operating Procedures Appendix 7.2 Termination Packet (Room Repair Price List)

**Room Damage
2011)**

(Updated July

| | Cost | Cleaning | Cost |
|-----------------------------------|-------------|-------------------------------|--|
| Replace Closet Shelf | \$40.00 | Cleaning of Chairs/Per Room | 1-3 Chairs \$75,add \$25 for each additional chair |
| Hole in Wall – 12” x 12” | \$60.00 | Cleaning of Room- Maint | \$60.00 |
| Ceramic Tile | \$60.00 | | |
| Door and Key | | Safety Equipment | |
| Lost Key | \$20.00 | Fire Extinguisher Housing | 70 |
| Broken Key | \$20.00 | Fire Extinguisher Glass | \$70.00 |
| Broken Lock | \$420.00 | Smoke Detector | \$35.00 |
| Broken Handle | \$65.00 | Panic Hardware on Bay Doors | \$125.00 |
| Damaged Interior Door | \$300.00 | Misc. Building Damages | \$1000-\$1800 |
| Damaged Metal Door | \$450.00 | Glass Entry Doors | |
| Damaged metal door w/lock | \$880.00 | Laundry Room Counters | \$375.00 |
| Damaged Wooden door | \$260.00 | Laundry Room Sink | \$120.00 |
| Damaged Wooden Door w/lock | \$640.00 | Door Closures | \$150.00 |
| Kitchen Area | | Window Screen | \$75.00 |
| Repair Kitchen Drawer Facing | \$75.00 | Window Screen, Frame Only | 45 |
| Replace Stove/Oven | \$325.00 | Broken Window, Single Pane | 20 |
| Repair kitchen counter | \$250.00 | Broken Window, Double Pane | 250 |
| Replace kitchen counters | \$850.00 | Broken Window, Frame w/ Pane | 325 |
| Sink Fixture | \$120.00 | Double Metal Doors | \$500-\$1500 |
| Cabinets | \$350.00 | | \$700-\$2500 |
| Kitchen Counter | 250 | | |
| Bathroom Area | | | |
| Shower Rod | \$35.00 | | |
| Towel Rod | \$35.00 | | |
| Sink Fixture | \$75.00 | | |
| Soap & toilet Paper Holders | \$30.00 | | |
| Sink | \$200.00 | | |
| Mirror | \$75.00 | | |
| Toilet Seat | \$40.00 | | |
| Tub Fixtures | \$100.00 | | |
| Shower Fixture | \$125.00 | | |
| Handle on Flush Valve | \$90.00 | | |
| Reattach Flush Valve | \$75.00 | | |
| Toilet or Urinal | \$300.00 | | |
| Florescent Light Fixture, 4 Bulbs | \$120.00 | | |
| Stall Door | \$225.00 | | |

PRICE SUBJECT TO CHANGE

5.0 Access to Rooms

The SSH staff provides a housekeeping key to the BDE S2 to gain access to rooms as required for all lawful purposes. Coordination with SSH office for access to rooms is required. In an emergency or when conducting health and welfare inspections, unit leaders and SSH staff are authorized to enter residents' rooms without previous notice, but will alert the resident by knocking before entry. If criminal activity in the room is suspected, Unit Commanders will consult with their servicing Judge Advocate before taking action to enter the room.

6.0 Common Area Custodial and Grounds Maintenance

Unit responsibility includes all areas within 50 feet of the barracks building and any ancillary structures such as picnic areas, outdoor grills, tables, benches, sidewalks, and parking areas. Building common area (to include common lavatories, dayrooms, hallways, stairwells, balconies etc) custodial tasks remain a Unit responsibility. In other words, clean up after yourself and your buddies.

7.0 SSH Office Hours

The SSH offices will be open from 08:00-1600 Monday through Friday except Federal Holidays.

SSH Phone Numbers

SSH One Call Service order desk 380-9372

8.0 After Hours Work Orders

After normal duty hours or on the weekend/ Holidays, Soldiers should call the Staff duty who will call the DWP Service order desk 380-3539 and follow the prompts for SO.

EOC 760-380-3750

Range Control 760-380-3878 / 3637

Main Gate 760-380-2255

Animal Control 760-380-2679

Visitor Center (Temp Pass)

Phone: (760) 380-6750

Fax (760) 380-6073

CHP: 760-255-8700

Barstow Police Dept: 760-256-2211

SB Sheriff's Office: 760-256-4838

Barstow Hospital: 760-256-1761

Military Police/ Fire Department

Emergency: 911

Cell Phone Users 760-380-HELP (4357)

Police 760-380-4444 / 4400

Fire Dept 760-380-3496

FOR EMERGENCY ALWAYS DIAL 911

9.0 Energy and Conservation

The goal of energy and water conservation is to ensure that the essential needs of all Soldiers are provided without waste. Energy conservation is a key element in Fort Irwin's effort to become energy efficient. Soldiers are responsible for practicing energy conservation to avoid waste. The following tips are suggested for Soldiers to conserve and reduce energy consumption without sacrificing adequate comfort as constrained by the Energy Policy signed by the Commander:

- Set thermostat at a comfortable setting without fluctuation to maintain consistent climate control. Policy is 68 degrees for the heating season and 78 degrees for cooling season.
- During the heating season, if the room will be vacant for an extended period like weekends, holidays or vacations then turn the thermostat to the off position.
- During the cooling season, if the room will be vacant for an extended period, then turn the thermostat to the off position.
- Keep doors and windows closed whenever air conditioning or heating is in operation. Especially do not prop the exterior hallway door open in the summer; this not only wastes energy but also puts the air conditioning system at further risk for breaking down.
- Check toilets for leaks.
- Make sure faucets are shut off properly.
- Use flow controlling nozzle/spray head device for outdoor hoses.
- Take short showers instead of baths.
- Do not remove or replace devices that have been installed to conserve water such as faucet aspirators and low flow showerheads.
- Do full loads of laundry and make sure the water level is right for the size of the load.
- Turn off lights when not needed.

10.0 Locks and Keys

Only the Soldiers listed on the Soldier Responsibility Agreement will be issued a key to the room. Soldiers are not permitted to alter existing locks or install any additional locks.

11.0 Lock-Outs

A. Normal Duty Hours

1. During duty hours the Soldier reports to the unit first line supervisor or their 1SGT.
2. Unit first line supervisor, 1SG, SDO/SDNCO, verifies lock out i.e. key, code or card is not working.
3. During duty, hours if Code, card, or key are not working or lost then the unit will call SSH One Call.
4. SSH will verify card or key does not work and issue new one if needed or initiate service order for lock to be repaired.
5. SSH key custodian initiates the collection process for lost cards, keys or damaged locks.

B. After Duty Hours

1. After duty hours, Soldier reports to Unit SDO/SDNCO. SDO/SDNCO will verify if the card or key is not working.
2. If card or key is not working then SDNCO/SDO will issue a transit room to the Soldier until the next business day when the SSHO is open.

12.0 Maintenance Emergency

Emergencies will be handled immediately. Contact the DPW Service order desk 380-3539 and follow the prompts to submit an emergency work order. Emergency situations consist of:

1. Fire (immediately call 911).
2. Lack of electricity.
3. Broken or non-working doors, locks, windows.
4. Roof leaks.
5. Lack of heat when outside temperature is below 68 degrees.
6. Lack of air conditioning when outside temperature is above 78 degrees.
7. Lack of water.
8. Non-functioning toilet.
9. Flooding.
10. Broken pipes.
11. Any life safety or health concern.
12. Water flowing from grass or street areas (possible underground pipe break).
13. Overflowing manhole (possible sewer back-ups).

13.0 Maintenance Service Request

If a Soldiers room requires routine maintenance, contact the SSH One Call at 380-9372 to submit a work order.

Cans: Metal and aluminum. **No motor oil cans please.** (Empty all liquids and solids from cans and rinse before placing in the recycling dumpster.)

Printer toner cartridges (all) – Using the carton that your new cartridge came in, place the old cartridge in the same box and tape top closed prior to placing in the recycling dumpster.

Large recyclable items: For large recyclable items such as grills, bicycles, sofas etc... call the SSH One Call and follow the prompts to speak with your SSH representative.

15.2 Hazardous Waste

Paint: Dry latex paint can be thrown away with the regular trash. Latex or oil-based paint that is still usable can be recycled and turned into the Pollution Prevention Yard (P2) at Bldg 630. Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.

Aerosol cans: Turned into the P2 yard.

Motor oil and vehicle batteries: No vehicle maintenance is allowed in the barracks area. However, you will appreciate that Auto-Craft Centers and off-post maintenance shops have collection points for motor oil and vehicle battery recycling.

Drugs: Prescription drugs should be washed down the drain with water.

Lamps: Any lights, Compact Fluorescent Light (CFL) bulbs cannot be disposed in normal trash

Batteries: ANY type of batteries (including AA, AAA, C, D, etc) or light bulbs....they all get turned into the P2 yard.

Prescription Drugs: should be turned into the Hospital pharmacy, not down a sink or commode.

Several environmental policies have changed recently. When in doubt call the DWP Environmental office (Bldg 602) at 380-3410.

16.0 Room Alterations

Soldiers may wish to add customized accents to make their room feel more like home. While Single Soldier Housing supports such projects, it requires Soldiers to secure authorization for alterations from the SSH prior to work being performed and to ensure that potential health and safety hazards are prevented.

- No nails, screws or hooks should be used on the walls, doors, or cabinets.
- Wall mirrors, corkboards, paneling, etc. are prohibited on the walls.
- Tub decals are prohibited.
- Removal of window blinds is prohibited.

17.0 Gasoline Storage

Gasoline should never be stored your room. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the Soldier will be responsible to clean up the area immediately, call your SSH One Call, and follow the prompts to speak with your SSH representative.

18.0 Guests

Visitors and guests are welcome, but are subject to all Fort Irwin Rules contained in the Soldier Responsibility Agreement and this Guide. Social visits of a temporary nature by Soldiers or their family members are authorized.

19.0 Heaters

Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are prohibited.

20.0 Bad Weather Procedures

Monitor local radio and television stations for storm information. Remain alert to information being broadcast in housing areas by Military Police (MP) personnel. Unnecessary driving and telephone utilization should be curtailed. Maintain a shelter in place kit that you can take with you.

21.0 Noise

Be considerate of neighbors. Soldiers must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing of stereos, excessive base, television or musical instruments, which would disturb the peace and quiet enjoyment of other Soldiers, is absolutely prohibited

22.0 Parking, Vehicles, and Motor Vehicles

Motor vehicles are to be parked in authorized parking areas along the road surface beside the curb, in that priority. Repairs of any nature to vehicles are prohibited in the neighborhoods. An on-post Auto Craft Shop is available which may be utilized to perform these repairs.

Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, and utility trailers is prohibited in the barracks parking areas. Storage facilities are available for such vehicles at the Outdoor Recreation Center, Unregistered, inoperable, unlicensed, or abandoned vehicles may not be parked within the barracks parking areas. Violators will be ticketed by the Military Police Department and will be subject to having vehicles towed away at the Soldier's expense. At no time will vehicles be permitted to be left on jacks.

23.0 Pets

Aquariums are authorized if the roommate agrees. Pets of any other nature are not authorized in Single Soldier Housing.

24.0 Plumbing, Fixtures, and Equipment

1. The plumbing fixtures/equipment in the bathrooms and kitchens is not to be used for any purpose other than that for which they were constructed. No rubbish, rags, tampons, sanitary napkins, or other obstructive substance shall be thrown in to the toilets.
2. Soldiers will be responsible for all damages resulting from improper use and held liable for the cost incurred to repair such equipment and any related damages.
3. Removal or replacement of existing plumbing fixtures and devices with non-comparable components is prohibited. Upon move-out, the final inspection will confirm the presence of aspirators and low-flow showerheads. Soldiers will be charged for the replacement of missing devices.

25.0 Satellite Systems (TV)

Television satellite antennas are prohibited.

26.0 Smoke & Carbon Monoxide Detectors

Smoke and carbon monoxide detectors have been provided to comply with local safety ordinances and should not be deactivated or removed. Any questions about operation or performance can be directed to the SSH. Soldiers will immediately report a malfunctioning device to the SSH.

27.0 Speed Limit

The speed limit at Fort Irwin is 25 MPH unless otherwise indicated by posted signs. If poor weather conditions exist, the posted speed limit may be too fast and you are expected to drive accordingly. **DO NOT SPEED.**

28.0 Weapons Policy

1. In accordance with NTC Reg 190-1 Soldiers residing in the barracks may not possess or store privately owned weapons, which include firearms, crossbows, BB and pellet guns.

2. All privately owned permitted weapons must be registered with the Provost Marshal's Office within three (3) working days after arrival on the installation or after obtaining the weapon.

3. All firearms and other potential dangerous weapons must be stored in the Soldiers unit arms room. **Violations of the Weapons Policy will result in UCMJ action.**

29.0 Window Covering

1. Soldier are not authorized to alter or remove mini blinds; if you have any questions regarding your window coverings please call the SSH One Call and follow the prompts to speak to your SSH representative.

2. If blinds are damaged due to Soldier neglect, a charge will be assessed for replacement once a Soldier clears.

30.0 Fort Irwin – In-Processing –Out-Processing Numbers

If you are going to be assigned to Fort Irwin, you must sign in at the reception Campus Center. The reception campus is buildings 105-111. SSHO is located at bldg 312.

Single Soldier Housing office Front Desk -----380-7789

SSH One Call Work Order Desk-----380-9372

EMERGENCY NUMBERS

| | |
|-----------------------|---------------|
| Emergency | 911 |
| Military Police | 4444 |
| Main Gate | 2255 |
| Animal Control | 3740, 6235 |
| Work Order - Pinnacle | 386-4663 |

| | |
|------------------|------|
| Work Order - IAP | 7425 |
|------------------|------|

GENERAL

| | |
|---------------------------|----------|
| Armed Forces Bank | 386-1504 |
| Barber Shop | 386-2770 |
| Beauty Shop | 386-1030 |
| Dry Cleaners | 386-7979 |
| Firestone Car Care Center | 386-3399 |
| Landmark Inn | 386-4040 |
| Mary Walker Clinic | 7340 |
| Post Exchange | 386-2060 |
| Post Office | 386-2259 |
| Religious Services | 3562 |
| Hospital Appointments | 3124 |

CHILDREN & PETS

| | |
|-------------------------------|----------|
| Child Development Center | 1253 |
| Paws 'N Claws | 7387 |
| Silver Valley Unified Schools | 254-2916 |
| Veterinary Clinic | 3025 |

ENTERTAINMENT

| | |
|---------------------------|------|
| Ingalls Recreation Center | 3585 |
| Movie Theater | 3490 |
| Outdoor Rec Center | 3434 |
| Strike Zone | 4249 |
| Tickets 'N Tours | 4767 |

FITNESS

| | |
|-------------------------|------|
| Fitness Connection | 7242 |
| Freedom Fitness Center | 3685 |
| Memorial Fitness Center | 7715 |

| | |
|------------|------|
| Oasis Pool | 3046 |
|------------|------|

| | |
|------------------|----------|
| Sandy Basin Pool | 447-1469 |
|------------------|----------|

FOOD / RESTAURANTS

| | |
|-----------------|----------|
| Anthony's Pizza | 386-2002 |
|-----------------|----------|

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|------------|------|
| Commissary | 3560 |
|------------|------|

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|--------------|------|
| Outer Limits | 3084 |
|--------------|------|

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|---------------|------|
| Primo's Pizza | 8646 |
|---------------|------|

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|----------|------|
| Reggie's | 6717 |
|----------|------|

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|--------------------|----------|
| Shoppette, 24 Hour | 386-2417 |
|--------------------|----------|

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|----------------------|----------|
| Shoppette, Dust Bowl | 386-2215 |
|----------------------|----------|

| | |
|-----------------------|----------|
| Shoppette, Sandcastle | 386-7111 |
|-----------------------|----------|

Single soldier Housing Office

| | |
|----------------------------------|----------|
| FSBP Program and SSHO Chief | 380-9732 |
| SSHO Office Manager | 380-3548 |
| SSHO Customer Service Admin | 380-9371 |
| SSHO IN/OUT Processing office | 380-7789 |
| SSHO UPH A/T Inspector) | 380-9374 |
| SSHO One Call Service Order Desk | 380-9372 |
| Area BDE Mng Team Alpha | 380-3506 |
| Area BDE Mng Team Bravo | 380-9370 |
| SSHO Conference Room | 380-9373 |

Liability Briefing Statement

I _____ have read and understand the

Print Name

Provisions of the Single Soldier Resident Guide. I understand that I will read the Single Soldier Housing SOP provide to me within 14 days of arrival. This Guide and SOP is a written order from the USAG Fort Irwin Command Sergeants Major and violations of the provisions will subject me to potential administrative and/or punitive action(s) based on Article 92 of the Uniform Code of Military Justice.

Date

Occupant's Signature

Witnessed by:

Printed Name

Witness' Signature

SSHO Staff