



SOLDIER'S WELCOME PACKET



**Providing 360° support for all Army echelons on
managing barracks where our Soldiers live**

NAME: _____ **ROOM:** _____

BARRACKS MGR: _____

PHONE NUMBER: _____



SOLDIER'S WELCOME PACKET

TABLE OF CONTENTS



TITLE	PAGE NUMBER
1. BARRACK'S APPLICATION	3
2. GUIDELINES	4
3. PRE-MOVE-IN CHECKLIST	6
4. PERMISSION TO ENTER	7
5. LIABILITY FOR DAMAGE	8
6. SERVICE REQUEST PROCESS AND INFO PAPER	9
7. ROOM LOCK-OUT PROCEDURES AND BN BARRACKS MANAGERS	14
7. MOLD FACT SHEET AND INFO PAPER	15
8. BASIC LAUNDRY 101	19
9. BARRACKS CLEARANCE	23
10. MISCELLANEOUS UNIT DOCUMENTS	26

NOTES:

1. COMPLETE PAGES 3-8 PRIOR TO OR DURING YOUR FIRST VISIT TO YOUR BARRACKS MANAGEMENT OFFICE.
2. YOU WILL NEED TO HAVE THE FOLLOWING DOCUMENTS IN ORDER TO COMPLETE YOUR APPLICATION packet:
 - COPY OF ORDERS
 - COPY OF END OF MONTH LES
 - COPY OF CURRENT ERB
3. NOTE THAT THE INFORMATION YOU PROVIDE WILL BE KEPT ON FILE FOR A MINIMUM OF THREE (3) YEARS.



SOLDIER'S WELCOME PACKET

BARRACKS APPLICATION



NAME: _____ RANK: _____ DOB: _____
(LAST NAME, FIRST NAME MIDDLE INITIAL) (DD/MMM/YY)

DATE OF ASSIGNMENT: _____ DOD ID NUMBER: _____
(DD/MMM/YY)

BARRACKS: _____ ROOM _____

GENDER: M F MARRIED: Y N DUAL MIL: Y N

GEO BACHELOR: Y N DEPENDENT ON ISLAND: Y N

CELL PHONE: _____

GOV'T EMAIL: _____

UNIT: _____

CMDR: _____ PHONE: _____

1SG: _____ PHONE: _____

PSG: _____ PHONE: _____

BMO: _____ PHONE: _____

***NOTE: Checklist of required documentation from service member at the time of assignment:**

- COPY OF ORDERS
- COPY OF END OF MONTH LES
- COPY OF CURRENT ERB
- COMPLETED APPLICATION PACKET
- FURNISHINGS HAND RECEIPT

SM Name: _____

SM Signature: _____ Date: _____



SOLDIER'S WELCOME PACKET GUIDELINES



- Inspect your assigned space upon arrival. Annotate deficiencies on the Pre-move-in Checklist
- Turn-in Pre-move-in Checklist to your Barracks Management Office NLT 3 working days after check-in.
- Changing rooms is not authorized unless first approved by your unit leadership and the Barracks Management Office.
- If you are in a room by yourself, do not migrate into the adjoining space; empty adjoining rooms shall be ready to receive a roommate.
- It is illegal to tamper with smoke detectors (remove, turn-off, etc).
- It is illegal to maliciously discharge fire extinguishers.
- Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights and signs, emergency back up lighting and exit hardware.
- 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 Marshall's Office for parking/driving your POV in non-designated parking/driving areas.
- Vehicle repair and maintenance activities are not allowed at Barracks and adjacent parking areas, except for replacement of wiper blades, flat tires, or charging batteries. DFMWR operates Auto Skills Centers at Fort Shafter Flats and Schofield Barracks which can be utilized for vehicle maintenance and repairs.
- For lock-outs, contact your Barracks Manager during duty hours or Staff Duty Office after duty hours.
- Repairs to your barracks are referred to as Demand Maintenance Orders (DMOs). During normal duty hours, submit all Priority 1, 2 and 3 (DMOs) to your Barracks Manager. Priority 1 DMOs are those that affect life, health or safety, Priority 2 and 3 DMOs are all others. Submit after duty hours, Priority 1 DMOs to Staff Duty. For Priority 2 and 3 DMOs found after duty hours, report them to your Barracks Manager the next duty day.
- Hot plates are not authorized. Government issued refrigerators and microwave ovens will be provided. Televisions, stereos, coffeepots and computer equipment are permitted in the quarters. Coffee pots will be unplugged when not in use to prevent fires.
- When cooking in rooms equipped with cooking appliances, items must not be left unattended.
- Pets are not authorized.
- Removal / swapping out of any furniture in the barracks rooms / building(s) is not authorized.
- Report to your Barracks Manager following receipt of your out-processing paperwork and schedule a room inspection that's not earlier than 3 days prior to your departure or start of leave.
- Charges will be assessed for missing furnishings and damages (caused by other than fair wear and tear) to the property or furnishings.

Barracks Management Office: Bldg. XXXX, Ph. XXX-XXXX, Open M-F 0800-1600

For after hours emergency: _____

Military Police: _____

Fire Department: _____

SM Name: _____ Barracks: _____ / Room: _____

SM Signature: _____ Date: _____



SOLDIER'S WELCOME PACKET GUIDELINES CONTINUED (DOS and DON'TS)



SMs will:

- Follow established rules of conduct and joint occupancy of living in quarters.
- Regularly clean the latrine (including shower / tub, commode, sink, floors and windows).
- Regularly clean the kitchenette and all appliances (inside and out).
- Keep the kitchenette free of debris and/or trash.
- Regularly clean the floors, doors, windows and trim (interior).
- Regularly dust and wipe down recreational equipment and furniture.
- Organize and store personal items in a neat and orderly manner.
- Follow established energy and water conservation measures.

SM's shall abide by the following:

- **Alcohol:** Hawaii law prohibits consumption of alcohol by anyone under the age of twenty-one (21). Occupants are responsible for the consumption of alcohol by themselves and their guest(s). The amount and type of alcohol will be limited to one 750ml bottle of wine, and no more than one-six pack of beer per Soldier of legal drinking age assigned to the room. Distilled spirits (Liquor/"hard alcohol") are not authorized in the barracks.
- **Smoking:** Hawaii law prohibits consumption of tobacco products by anyone under the age of twenty-one (21) to include electronic cigarettes. Smoking in the barracks is not permitted, to include living area, latrines, laundry rooms and stairwells. IAW AR 600-63 paragraph 4-2a no smoking is permitted within 50 feet of any entry or exit. Electronic cigarettes will not be used except in designated smoking areas.
- **Laundry Rooms:** Occupants are responsible for cleaning after themselves. Do not leave your trash in these facilities and do not damage the appliances. Washers are on delayed start, which locks the door; Do not force the lid open. Cleaning of TA-50 in barracks washers/driers is prohibited. Unit leadership will inspect for cleanliness and damages are minimized.
- **Visitation:** Soldiers may entertain guests of either gender in the barracks room or common living area; guests may also use latrines. Overnight visitation is prohibited. Visitation hours are from 1700-2200 on Monday, Tuesday, Wednesday & Sunday; 1600-2200 on Thursday; 1200-2400 on Friday, Saturday & days designated as official or unit training holidays. Visitation during any other time is prohibited.

SM Name: _____

Barracks: _____ / Room: _____

SM Signature: _____

Date: _____



SOLDIER'S WELCOME PACKET

PRE-MOVE-IN CHECKLIST



NAME: _____ UNIT: _____

BARRACKS: _____ / ROOM: _____

- | | |
|----------------------------------|---|
| 1. _____ ASSIGNMENT LETTER | 6. _____ BARRACKS CLEARANCE GUIDELINES |
| 2. _____ MANUAL APPLICATION | 7. _____ BARRACKS ASSIGNMENT GUIDELINES |
| 3. _____ PTE-PERMISSION TO ENTER | 8. _____ ROOM HAND RECEIPT |
| 4. _____ COPY OF PCS ORDERS | 9. _____ COPY OF LES |
| 5. _____ LIABILITY FOR DAMAGES | 10. _____ UPH MEMO |

SM INITIALS

COMMENTS

DOORS:	_____	_____
WINDOWS/SCREENS:	_____	_____
BLIND/DRAPES:	_____	_____
WALLS:	_____	_____
FLOOR/CARPET:	_____	_____
LIGHTS:	_____	_____
OUTLETS:	_____	_____
AC:	_____	_____
KITCHEN:	_____	_____
BATHROOM:	_____	_____
VENTS:	_____	_____
SMOKE DETECTORS:	_____	_____
FURNITURE:	_____	_____
OTHER:	_____	_____

I HAVE RECEIVED THE BRIEFING AND MATERIALS LISTED ABOVE NECESSARY FOR ASSIGNMENT TO UNACCOMPANIED PERSONNEL HOUSING. BY SIGNING, I AGREE THAT THE UPH ROOM WILL BE RETURNED IN THE SAME STANDARD AS THE BARRACKS CLEARANCE GUIDELINES.

SM Name: _____

Barracks: _____ / Room: _____

SM Signature: _____

Date: _____



PERMISSION TO ENTER ROOM



1. U.S. Army Garrison-Hawaii, Directorate of Public Works (USAG-Hawaii, DPW) respects your privacy. During the course of your residency, there may be times when we may need to enter your unit. Some examples are: 1) In the event of an emergency, 2) In order to inspect the premises, 3) Make necessary or agreed upon repairs, 4) Perform routine maintenance, 5) Provide self-help supplies, 6) Provide agreed upon services. For these purposes we request your permission to enter your unit.
2. I have read this agreement and understand that I will not withhold permission to enter the premises for the purpose of providing the services listed above. I understand that if I decline to sign this form, except in the event of emergency, USAG-HI DPW will require me to be present for any of the above services. Further, I understand that if I am not present for non-emergency repairs this may cause a delay in obtaining such services.

a. _____ I give USAG-HI DPW employee's permission to enter my unit when needed.

OR

b. _____ I do not give USAG-HI DPW employee's permission to enter my unit when needed except in case of emergencies.

c. _____ I give Maintenance Crews accompanied with Barracks Manager or Staff Duty permission to enter my unit when needed.

SM Name: _____

Barracks: _____ / Room: _____

SM Signature: _____

Ph. #: _____ / Date: _____



LIABILITY FOR DAMAGES

All Parties Include: Army, Navy, Marines, Air Force, and Space Force Service Members



1. Public law makes military residents of Gov. housing units legally responsible for damage to the units, or for damage or loss of Gov.-owned appliances and furniture. Damages include lack of cleaning or failure to clean when resident clears/ moves out of assigned room. This notice explains the rules, which apply to unaccompanied personnel housing. Please read carefully and keep a copy for your records.
 - a. You could be held peculiarly liable when your Gov. housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or your guests act carelessly and you do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing that is, conducting an unauthorized business in the housing unit. Barracks rooms that do not pass final inspection due to room cleanliness issues will have a flat rate of \$250.00 assessed the occupant via DD139, Pay Adjustment Authorization, to bring the room back to standard and have it ready for the next occupant.
 - b. The Army has limited your liability to an amount equal to one month's basic pay unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in reckless or willful manner, or If you are aware that your guest are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage; you are grossly negligent and will be charged for the full amount of the loss. Additionally, items that you are responsible for should remain under your control at all times. Do not let items "walk out" of your room.
 - c. You are not liable for damage due to fair wear and tear, or caused by an act of God or by the acts of persons other than your guest.
 - d. Special rules for housing-related reports of survey permit commanders to waive claims of damage or loss when such is found to be in the best interest of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.
2. The purpose of the housing liability law is to allow us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purchase of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.
3. All parties assigned to a living area are EQUALLY responsible for damages or destruction to the appliances and Gov.-owned furniture located in the common area(s). Individuals will have an equal monetary responsibility to replace or repair Gov. owned property. During single occupancy in 1+1,2+1 or 2+2 configured room, the individual occupant will be responsible for complete room inventory to include the common area(s).

I have read and understand the policy contained herein.

SM Name: _____

Barracks: _____ / Room: _____

SM Signature: _____

Date: _____



SERVICE REQUEST PROCESS



1. A service request to repair your facility is referred to as a Demand Maintenance Order (DMO). A service request to repair furnishings and appliances is referred to as a Service Task (ST).
2. If the problem is an emergency, emergency service tasks are those which affect life, health or safety, you will immediately notify Staff Duty. If the service request is not an emergency, you will submit your request to your Barracks Manager. Your Barracks Manager will either submit the service request to the Military Maintenance Team or advise you to submit the request to Armymaintenance.com (ArMA). Your Barracks Manager will provide ArMA training.
3. If the MMT cannot fix the problem, contact your Barracks Manager, they may advise you to submit a DMO thru ArMA. For appliances and furnishings repairs, you must report them to your Barracks Manager. The following information will be needed as applicable.
 - a. Unit, name, e-mail and phone number of the person submitting the work order
 - b. Bldg. number
 - c. Room number or space
 - d. Description of the problem. Examples include: AC leaks water, AC blows warm air, AC does not blow any air, washing machine leaks water, washing machine does not turn on, dryer does not get hot, dryer does not spin, refrigerator does not get cold, microwave does not turn on, light fixture does not work and etc. (please include the make, model and serial number for washers, dryers, refrigerators, microwaves and ranges)
5. DMO Classification:
 - a. Emergency DMOs (Priority 1) require immediate action to eliminate life-threatening or serious injury hazards to personnel or to restore essential utilities. Examples include: uncontrolled flooding, broken sewer line, fire, power or water outage, gas leak, chemical spill, inoperative smoke detector/fire alarm
 - b. Urgent DMOs (Priority 2). Examples include: clogged sink or bathtub, roof leaks, garbage disposal inoperative, air conditioner leaking through ceiling
 - c. Routine DMOs (Priority 3). Examples include: minor electrical or plumbing problems in buildings, paint touch up, replace floor or ceiling tiles, and replace light bulbs



INFORMATION PAPER NON-EMERGENCY DMO SUBMITTALS (CONTINUED)

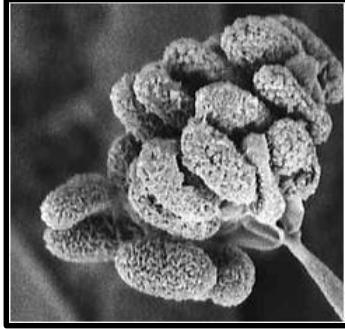


Work Management's DMO Request Submitted Via ArMA

POST	
BLDG #, ROOM #, SPECIFIC LOCATION	
PROVIDE ACCURATE DESCRIPTION OF THE PROBLEM	
UNIT / ORGANIZATION, BDE, CUSTOMER ID	
NAME OF POC (BLDG CODE)	
PHONE #	
ALT POC	
ALT PHONE #	
ADDITIONAL REMARKS	

WHAT is *MOLD*?

Molds are microscopic organisms that live on plant or animal matter. They aid in the breakdown of dead material and recycle nutrients in the environment. Present virtually everywhere, they can be found growing on organic material such as soil, foods, and plant matter as well as wood, tile, paper, or carpet. In order to reproduce, molds produce spores which spread through the air, water, or by insects. These spores act like seeds and can form new mold growth if the conditions are right.



TEN THINGS YOU SHOULD KNOW ABOUT *MOLD*

- 1.) Potential health effects and symptoms associated with mold exposures include allergic reactions, asthma, as well as other respiratory complaints.
- 2.) There is **no** practical way to eliminate all molds and mold spores from an indoor environment; the way to control indoor mold growth is to control moisture.
- 3.) If mold is a problem in your barracks, you must eliminate sources of moisture AND clean up the mold.
- 4.) Fix the source of the water problem or leak to prevent mold growth.
- 5.) Reduce indoor humidity to 30-60% to decrease mold growth by: venting bathrooms and dryers to the outside; using air conditioners and dehumidifiers; and increasing ventilation.
- 6.) Clean and dry any damp furnishings within 24-48 hours to prevent mold.
- 7.) Clean mold off hard surfaces with water and detergent, and dry completely. Absorbent materials such as ceiling tiles that are moldy may need replaced.
- 8.) prevent condensation: Reduce the potential for condensation on cold surfaces (i.e. windows, piping, exterior walls, roof, or floors) by adding insulation.
- 9.) In areas where there is a perpetual moisture problem do not install carpeting (i.e. by the drinking fountains, by classroom sinks, or on concrete floors with leaks or frequent condensation).
- 10.) Molds can be found almost anywhere; they can grow on virtually any substance, providing moisture is present.

DO'S and DON'TS

- ✓ **DO:** Call in or fix leaky plumbing and leaks in the building as soon as possible.
- ✗ **DON'T:** Leave outside doors and windows open while air conditioning your barracks. The warm moist air from outside will condense on cool interior walls and promote mold growth.
- ✓ **DO:** Watch for condensation and wet spots. Call in or fix source(s) of moisture problem(s) as soon as possible.
- ✗ **DON'T:** Block AC vents to regulate room temperature. This will throw the AC unit out of balance and create a moisture problem which helps mold grow.
- ✓ **DO:** Keep heating, ventilation, and air conditioning (HVAC) drip pans clean, flowing properly, and unobstructed.
- ✗ **DON'T:** Mix Clorox and ammonia when cleaning mold. This will generate toxic gases and cause serious harm to you and others. Use detergents to clean mold.
- ✓ **DO:** Submit work request to DPW to vent moisture-generating appliances, such as dryers to the outside.

WHY is *MOLD* GROWING in MY BARRACKS?

Molds are part of the natural environment. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves and dead trees, but indoors mold growth should be avoided. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. Mold may begin growing indoors when mold spores land on surfaces that are wet. There are many types of mold, and none of them will grow without water.

CAN *MOLD* CAUSE HEALTH PROBLEMS?

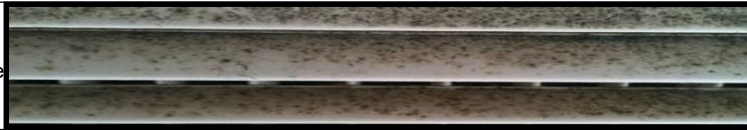
Molds are usually not a problem indoors, but do have the potential to cause health problems. Molds produce allergens (substances that can cause allergic reactions), irritants, and in some cases, potentially toxic substances (mycotoxins). This document provides a brief overview, it does not describe all potential health effects related to mold exposure. For more detailed information consult a health professional. You may also wish to consult your state or local health department.

HOW DO I GET RID of *MOLD*?

It is impossible to get rid of all mold and mold spores indoors; some mold spores indoors; some mold spores will be found floating through the air and in house dust. The mold spores will not grow if moisture is not present. Indoor mold growth can and should be prevented or controlled by controlling moisture indoors. If there is mold growth in your barracks, you must clean up the mold and fix the water problem. If you clean up the mold but don't fix the problem, then, most likely, the mold problem will come back.

WHO SHOULD DO THE CLEAN-UP?

Who should do the clean-up depends on a number of factors. One consideration is the size of the mold problem.



If the moldy area is less than about 10 square feet (less than roughly a 3 ft. by 3 ft. patch). In most cases, YOU can handle the job yourself.

- 1.) Report all plumbing leaks and other water problems as soon as possible.
Dry all items completely.
- 2.) Scrub mold off hard surfaces with detergent and water, and dry completely.
Use gloves and goggles while cleaning.
- 3.) Absorbent or porous materials, such as ceiling tiles and carpet may have to be thrown away if they become moldy. Mold can grow on or fill in the empty spaces and crevices of porous materials, so the mold may be difficult to remove completely.
- 4.) Avoid exposing yourself or others to mold.
- 5.) Do not paint or caulk moldy surfaces. Clean up and dry the surfaces before painting. Paint applied over moldy surface is likely to peel.



If the moldy area is greater than 10 square feet , contact your building POC:

NAME: _____

PHONE: _____

Your building POC should then work with the DPW Work Order Desk at (808) 656-1275 or visit their website at:

<http://dpwhawaii.1000/afsworkorder/>

or you can write or call them at:

Directorate of Public Works
IMPA-HI-PW, stop #253
US Army Garrison – Hawaii
Schofield Barracks, HI 96857
(808) 656-1275

Additional Questions?

Facilities

For environmental mold related questions, please contact DPW Facility Managers at:

<http://www.25idl.army.mil/dpw/>

Environmental

For environmental mold related questions, please call Directorate of Public Works at:
(808)656-2878 ext. 1059

YOUR HEALTH

For health related questions, please contact Tripler Army Medical Center

ADDITIONAL LINKS

US Environmental Protection Agency (EPA)

<http://www.epa.gov/jag/molds/index.html>

NSC - National Safety Council – Air Quality

<http://www.nsc.org/ehc/indoor/floods.html>

Healthy Indoor Air

http://www.montana.edu/wwwcxair/facts_mold.html

U.S. Department of Housing and Urban Development
<http://www.hud.gov/offices/lead/helpyourself/index.cfm>





INFORMATION PAPER

REMEDiation OF MOLD



PURPOSE: To provide information on how to remediate mold issues in living and working spaces

DISCUSSION:

- Remediation of mold in living and working spaces (total surface area affected less than 10 square feet) is the unit's / tenant's responsibility; tenants with physician documented mold allergies shall be moved to a bedroom without mold
- TG 277, Army Facilities Management Information Document on Mold Remediation Issues, Feb 2002, provides guidance for remediation of mold contamination but does not cover USAG-HI procedures for addressing mold issues in living and working spaces
 - Follow intent of Level I and IV remediation (HVAC) (small isolated areas); total surface area affected less than 10 square feet (pgs. 4 and 7 respectively)
 - Refer to Appendix B for detailed guidance (pg. 14)
 - Refer to Appendix C for PPE guidance (pg. 17); N-95 respirator (training / fit test not required), gloves, eye protection and dehumidifiers (on a case-by-case basis) are available for check out at Self Help, Bldg. 2600, Schofield Barracks; units shall furnish their own wet and dry HEPA vacuums.
- USAG-HI procedures for addressing mold issues in living and working spaces follow IAW the Remediation of Mold Flowchart attached (Enclosure 1):
 - The only way to control indoor mold growth is to control moisture. Is the surface area wet? If so, the underlying cause of water accumulation must be rectified or mold growth will recur
 - Signs of possible mold include: allergic symptoms, smelling a mold odor, seeing signs of mold growth, signs of water problems, leaks, and or condensation, past "flooding"
 - Is source of moisture visible / can it be rectified? Close windows and doors, watch for/secure sources of condensation, ventilate bathrooms and kitchen, clean and dry wet or damp spots within 48 hours
 - If source of moisture cannot be rectified (and affected area is greater than 10 square feet) submit a Direct Maintenance Order (DMO) to DPW Work Management who will, in turn, provide the unit / tenant a DMO number and process the request; if moisture issue is air conditioning related, DPW response will be dependent upon the number of like issues within the barracks
 - If total surface area affected is less than 10 square feet (dry or wet), don PPE and wet vacuum or damp-wipe surfaces and scrub as necessary using either soap and water or mild bleach and water solution.
 - HEPA vacuum after surfaces have thoroughly dried

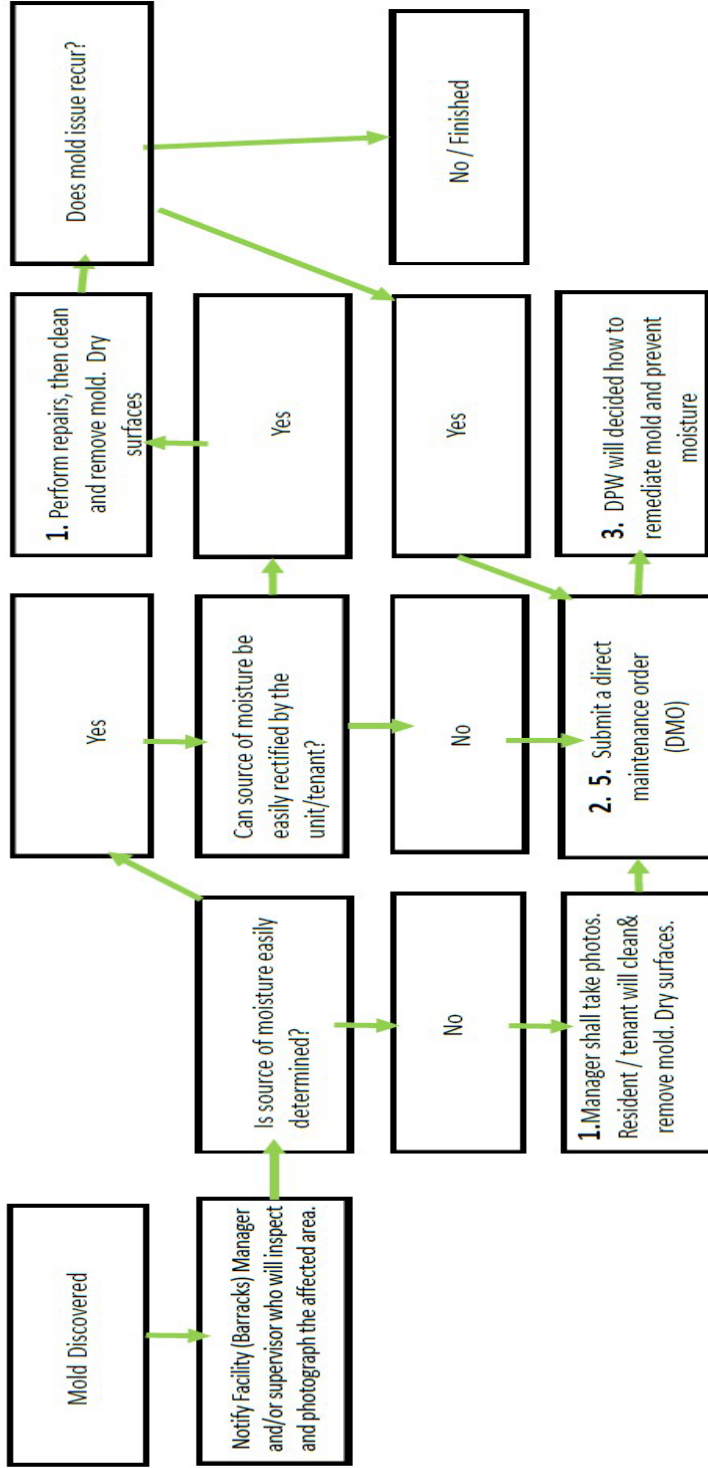
RECOMMENDATION: For Information Only



INFORMATION PAPER REMEDiation OF MOLD FLOWCHART



FLOWCHART: Remediation of Mold in the Barracks or Army Workplace



Notes:

1. Remediation of mold in living and working spaces (total surface area of visible mold is less than 10 sq. ft.) is the units' / tenants' responsibility. Clean, ventilate, inspect for moisture source. Tenants should use TG-277 Industrial Hygiene publication for guidance on PPE and how to clean. For larger areas of mold submit a DMO.
2. Submit DMO via email: usarmy.wheeler.id-pacific.list.dpw-demand-maintenance-orders@mail.mil
3. DPW work management will respond to moisture issues that involve the building / facility, that the unit / tenant cannot resolve.
4. Visible mold greater than 10 sq. ft. shall result in the occupant being relocated until it's resolved. If anyone has a letter from their physician that documents that a health issue has been caused by mold in the residence or work place, then Industrial Hygiene may provide advice. Industrial Hygiene will not assist or inspect Barracks or UH Housing for any reason.
5. When a barracks building experiences multiple mold occurrences, the barracks manager shall consolidate multiple similar incidences into one DMO. This greatly simplifies the service response if multiple rooms can be inspected on one visit from the contractor. Notify building manager who will coordinate all similar building issues into one DMO.
6. In the barracks, for caulking work, mold or dark stains in the caulking around a tub or shower should be re-caulked by your Military Maintenance Team (MMT) with supplies from DPW (Bldg. 2600, SB); do not submit a DMO



SOLDIER'S WELCOME PACKET

BASIC LAUNDRY 101



You Will Need

1. Dirty Clothes
2. Washing Liquids / Powers
3. Washing Machine (Connected to Power and Water)

Basic Steps to Washing Clothes

1. Separate the Clothes
2. Load the Washing Machine
3. Add Washing Liquids / Powders
4. Start the Washing Machine
5. Stopping the washing machine before the washing cycle is completed if needed

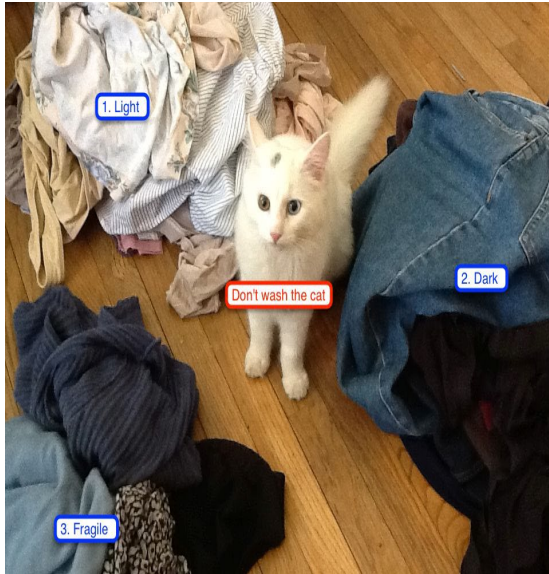


SOLDIER'S WELCOME PACKET

BASIC LAUNDRY 101, CONTINUED



STEP 1



Separate the Clothes

1. Light clothes - wash these separately or they will turn gray or, worse, pink.
2. Dark clothes - the dye in these clothes tend to bleed onto lighter colored clothes turning them gray or pink.
3. Fragile clothes - guys don't have this pile

STEP 2



Load the Washing Machine

1. Select a pile of clothes to wash
2. Open the lid and distribute the clothes evenly within the machine. An unbalance load will cause the machine to wobble excessively and stop

Notes:

- **Do not overload** the washing machine; doing so may damage it
- **No TA-50** is allowed in the washing machines
- **Report broken** washing machines to your UR ASAP!



SOLDIER'S WELCOME PACKET

BASIC LAUNDRY 101, CONTINUED



STEP 3



Add Washing Liquids / Powers

1. Pour approximately one capful of laundry detergent into the tub
2. Add bleach (for whites) and/or fabric softener if desired in the specified trays

Notes:

- **Do not add excessive liquids or powders to the washing machine;** doing so may damage both your clothes and over time, the washing machine

STEP 4



Start the Washing Machine

1. Select wash cycle with either the dial or button
 - a. Super and Heavy Wash cycles scrub very dirty clothes
 - b. Regular Wash cycle is used for everything other than very dirty or delicate clothes
 - c. Permanent Press (Gentle) Wash cycle is typically used with delicate clothes
2. Select wash temperature and load size as applicable
3. Shut the lid/door and start the washing machine by pushing either the dial or the start button
4. The washing machine fills with water, scrubs, drains dirty soapy water, fills with rinse water, rinses, drains rinse water and spins the remaining water out of your clothes - ALL BY ITSELF. It will beep when the washing is done

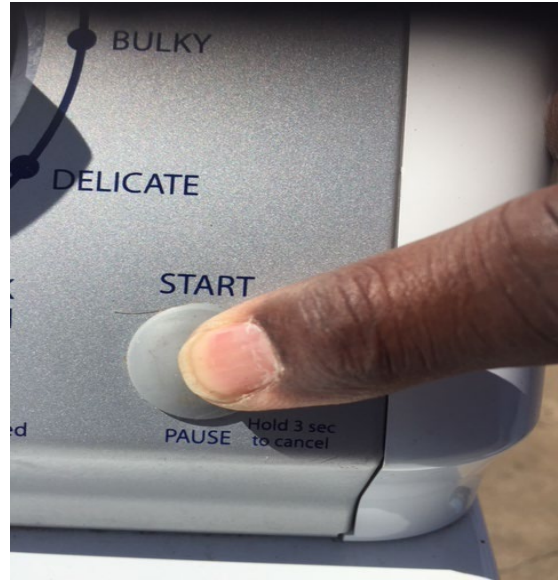
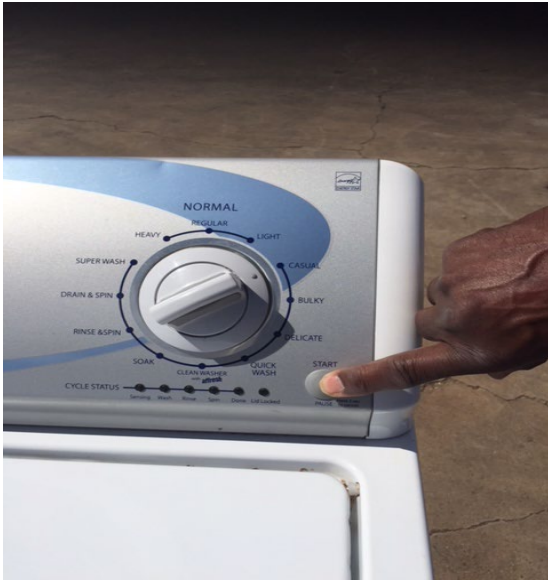


SOLDIER'S WELCOME PACKET

BASIC LAUNDRY 101, CONTINUED



STEP 5



Stopping the washing machine before the washing cycle is completed

1. Stopping the washing machine stops the spindle from turning and allows you to open a locking lid or door. Washing machines are typically stopped to add washing liquids or powers, add / remove items, make changes to the wash cycle, etc.
2. Stopping a washing machine will vary by model. Usually you have to push a stop or pause button for 3 seconds or pullout the dial
3. You may have to push the stop or pause button again or turn the dial to "0" (indicates the end of the cycle) before resetting the wash cycle if needed
4. When finished with your changes, follow Step 4 as needed

Notes:

- Your UR may have operating instructions and troubleshooting guide if needed



SOLDIER'S WELCOME PACKET BARRACKS CLEARANCE PROCEDURES



STEP	ACTION
1.	Promptly report to your unit's Barracks Management Office (BMO) (0800-1630, M-F) following receipt of your out-processing paperwork
-	Schedule a room inspection that's not earlier than 3 days prior to your departure or start of leave
2.	Bring copies of the following documents on the day of your room inspection:
-	PCS orders and all amendments
-	DA Form 31 with control number (Leave Form)
-	Flight itinerary for service member
-	DD Form 1299 (Household Goods Packing and Pick-up Form)
3.	Unit Representative (UR)(Barracks Manager) inspects your room, confirms that it's cleared / cleaned and ensures that furnishings are inventoried / undamaged / cleaned.
4.	Obtain the following from your UR upon completion of the room inspection:
-	Completed Barracks Inspection Clearance Checklist
-	Termination Letter clearing you from the barracks
-	BMO clearance stamp on your out-processing paperwork

If you have any questions, Please Contact the DPW UPH Office at 808-655-7690



SOLDIER'S WELCOME PACKET

BARRACKS CLEARANCE INSPECTION GUIDELINES



BARRACKS: _____ ROOM: _____

- If you occupy a room by yourself, you are required to clean the entire room.
- If you have a roommate, his/her articles are permitted to remain in the cabinets, drawers and refrigerator, It is your responsibility, however to ensure that you and your roommate do a joint cleaning of the common areas.
- Ensure that all trash and personal effects are removed from your side of the room prior to inspection.
- Ensure all cabinet doors and drawers are open and furniture and appliances are pulled 6-8 inches away from the wall prior to inspection.
- Ensure all windows are locked and the thermostat is set to 72 prior to inspection.
- Damages reported on the initial inspection sheet will not be assessed to the occupant(s). All damages incurred and not reported to the Barracks Management Office while residing in a room are the responsibility of the occupant(s).
- Keys will be collected at the time of inspection.
- Failure to meet the above requirements will result in re-inspection and/or assessed charges and slow down your clearing process. In the event that you disagree with a failed inspection, the Team Manager, Inspector and 1SG or BN CSM will re-inspect the room with you.
- Any charges assessed will require payment by cashier's check, money order or a DD 139 (Pay Adjustment Authorization) stamped by finance before you will be cleared by your Barracks Management Office.

SM Name: _____ UR Name: _____

SM Signature: _____ SM Ph.#: _____ Date: _____



U.S. ARMY

SOLDIER'S WELCOME PACKET BARRACKS CLEARANCE INSPECTION CHECKLIST



BARRACKS: _____ ROOM: _____

STANDARD MET (Y/N)	ITEM	STANDARD	COMMENTS
	Windows (Inside)	Clean, streak free, wipe down windowsills,	
	Blinds/Draperies	In place, clean, free of dirt and dust	
	Walls/Ceilings	Clean, free of dirt, dust and stains, wipe down trim, outlet covers and light switches	
	Floors	Stain free, swept and mopped, including closet and under/behind all furniture and appliances	
	Light Fixtures/Fan	Free of dirt/dust (including covers), bulbs working	
	Furniture	Clean, free of dirt and dust, empty contents, remove items not original to room	
	Cabinets/Drawers	Clean, free of dirt and dust, empty contents, wipe down cabinet doors	
	Closet	Empty contents, wipe down shelves/racks	
	Refrigerator	Clean outside, underneath & inside drain pan, trays, shelves, seals, etc.; empty contents, leave plugged in	
	Cook top/Vent	Clean, free of dirt and grease (including knobs and ventilation filter)	
	Microwave	Clean inside, outside & underneath, leave plugged in	
	Sinks/Countertops	Clean, free of dirt, dust & stains, rinse out sink	
	Shower/Tub	Clean, wiped down, free of dirt, soap scum and mildew (including soap holders)	
	Toilet	Clean inside and outside (including lid, seat, hinges and base), free of waste and stains	
	Mirrors	Clean, streak free	
	Wall/Door Vents	Clean free of dirt and dust	
	Washer/Dryer	Clean, empty, wipe down outside, clean lint trap, leave plugged in	N/A

SM Signature: _____

UR Signature: _____

SM Name: _____

SM Ph. #: _____ / Date: _____



ARMYMAINTENANCE.COM

Maintenance and repair request application for barracks and government owned housing.

Available from any smart phone or desktop web browser.

Scan the QR code with your smart phone camera to open ArMA.



REGISTER

- Use of the ArMA application requires user registration. Information needed to register includes:
 - Personal email address
 - Military sponsor (.mil and .civ emails ONLY)
 - Location/building in which you reside
 - Unit
 - Phone number
- Prior to using the ArMA application your sponsor must validate your request via email.
- Spouses may use their active duty spouse as their sponsor.
- You may specify your ArMA notification preferences as email, text message, or both at registration.

REQUEST

- Maintenance requests exist for the most common maintenance repairs, including plumbing, electrical, HVAC, broken glass, among others.
- If a dedicated catalog item does not exist for your specific maintenance request, use the general "Interior" or "Exterior" request item.
- Please be detailed in identifying the location in your residence of the issue, including your room or apartment number, if applicable.
- Please be detailed in the description of the issue as this will expedite the repair process.
- Please include one or more photographs of the issue.

RESIDENCE

- A "household" can be created in the Account Management section of the ArMA application so that all members of a given residence can have visibility into any open maintenance requests.
- A "head of household" must be identified when establishing a residence. After establishing the household, the head of household must add (or remove) the members of the household. The head of household may be a member of the military or their spouse.
- When a member of a household changes units or locations, all members of the household will also be updated accordingly.

REVIEW

- A list of all of your open maintenance requests is available at the bottom of the home page of the application for easy reference. Click the case number to view the details about your open maintenance request.
- You can use Activity text box when viewing a case to provide comments or inquiries back to the DPW. Any comments or questions from the DPW clerks will be readily visible just below the input text box.
- The paperclip can be used to add additional photos or attachments to your maintenance request.

IMPORTANT!!

If you require emergency maintenance services, related to life, health, and safety, please CALL your DPW for immediate support.

The contact information for your DPW is available on the homepage of the ArMA application.



ARMYMAINTENANCE.COM

Maintenance and repair request application for barracks and government owned housing.

Available from any smart phone or desktop web browser.
Scan the QR code with your smart phone camera to open ArMA.



REGISTER

Army Maintenance Application

Log in

User name

Password

Forgot Password ?

Login

Don't have an account? Sign up now!

Army Maintenance Application

Sign Up

All fields are required unless labeled "Optional"

Email address

Describe your system logs

Army Sponsor (Email Address)

Household/Unit/Service Organization

First Name

Middle Name (Optional)

REQUEST

Army Maintenance Application

Hello, Douglas
How can we help you?

Maintenance Support
Emergency maintenance services for your housing.

Account Management
Services for managing your account.

IMPORTANT !!
If you require emergency maintenance services, related to life, health or safety, please call for immediate support.

Army Maintenance Application

All Categories

Maintenance Support
Appliance
Is one of your major appliances, such as washer or dryer, not working properly?
View Details

Electrical Power
Is your power out or are you hearing some other electrical related issue?
View Details

Heating/Ventilation/AC
Are you experiencing a heating, ventilation or air conditioning issue?
View Details

RESIDENCE

Army Maintenance Application

Hello, Douglas
How can we help you?

Maintenance Support
Emergency maintenance services for your housing.

Account Management
Services for managing your account.

IMPORTANT !!
If you require emergency maintenance services, related to life, health or safety, please call for immediate support.

Army Maintenance Application

All Categories

Account Management
Update Email/Login
Need to update your personal email information?
View Details

Establish Household
Does your account need visibility into your maintenance requests or job work?
View Details

Update Location/Unit/Sponsor
Has your location, unit, and/or military address changed?
View Details

REVIEW

Army Maintenance Application

IMPORTANT !!
If you require emergency maintenance services, related to life, health or safety, please call for immediate support.

Your Location:
Fort Campbell
276.746.1266

Business Hours:
Monday through Friday 8 a.m. to 6:00 p.m.
24 hour support for emergency maintenance services

Location: 861 Basinger Ave., Fort Campbell, KY 42023

My Recent Requests

Number	Category	Short Description	View
010000108	HVAC	Heating Cooling or Ventilation Request	View

Army Maintenance Application

Home > My Recent

Number: 010000108 | Status: On Site | View

Heating, Cooling or Ventilation Request at Fort Campbell-Fort Campbell, KY 42023 Cancel Request

Category: HVAC | Status: On Site

Description: It's freezing outside here. The heat is supposedly running but it would be. Temperature is in 30 degrees.

Activity | Attachments

Post

IMPORTANT!!

If you require emergency maintenance services, related to life, health, and safety, please CALL your DPW for immediate support.

The contact information for your DPW is available on the homepage of the ArMA application.

Furniture Management Office (FMO)

For Unaccompanied Housing

Where is FMO?

Address :

1479 McMahan Road,
BLDG 1091
Schofield Barracks, HI 96857

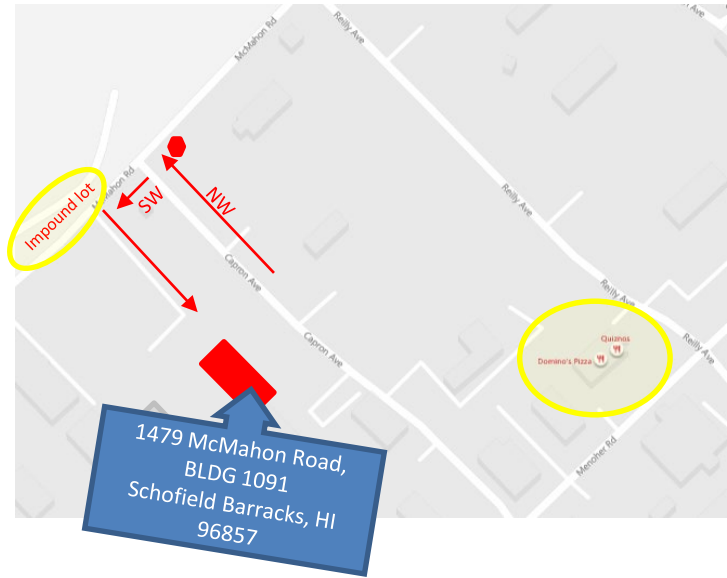
Phone Number:

(808)655-4165 or (808)655-4680

Directions:

- Go North West on Capron Ave.
- Make a left on to McMahan Rd (South West).
- The first left is 1479. Drive straight, on the left is a field and a clam shell on the right, FMO is the green warehouse.

FMO Location



How can FMO help you?

- Commanders eMH Hand Receipt
- Service Task for UH Furnishings / appliances
- Statement of Charges/Financial Liability Investigation for Property Loss (FLIPL)
- Any issues or questions regarding furnishings / appliances