

This SOP supplements the IMCOM Barracks Management Guide provided for FSBP 2020

1. **Fire Evacuation Plan / Fire Extinguishers:** Unit Commanders will designate unit Fire Marshalls and will ensure their program complies with Fort Leonard Wood Regulation 420-2. All barracks housing facilities are designated non-smoking. Fort Leonard Wood Regulation 420-2 designates permissible areas for smoking. Units are responsible for the inventory and / or exchange of discharged fire extinguishers and the replacement of missing fire extinguishers through the DOL lawnmower shop.
2. **Conduct of Service Members, Visitors and Guests.** Visitors and guests are welcome, but are subject to all Fort Leonard Wood rules contained in the service member Liability Statement and this Guide. Service members are authorized social visits of a temporary nature by service members or their family members. With limited restrictions, service members residing in the barracks may have visitors of either sex. When more than one service member resides in the room, they must jointly agree to visitation prior to the visit. The rights of privacy always take precedence over visitation. Service members in barracks must be afforded private time during each day when no visitors are present. The following restrictions apply:
 - a) Visitors under the age of 18 are not permitted in the bedrooms at any time in any UEPH facilities. They are not permitted to be left unattended by the service member. Authorized adult visitors can only visit the service member's room during normal visiting hours and while service members assigned to the rooms are present. All service members will exercise common courtesy in dealing with visitors.
 - b) Visiting hours are from 0800 to 2400 hours Sunday through Thursday and 0800 to 0200 hours Friday, Saturday, and holidays.
 - c) There will be **no overnight guests**. Army regulations prohibit cohabitation.
 - d) Service members are responsible for their conduct and the conduct of their visitors. Service members are liable and responsible for damages caused due to misconduct or violation of FSBP policies. Service members and their guests will conduct themselves in an appropriate manner at all times; refrain from using obscene or vulgar language, fighting, wrestling, or horseplay. Service members will also wear appropriate attire and report anyone who wears clothing that is offensive to others or is obscene in nature. Service members will maintain military bearing and maintain a clean, neat, and safe living environment. They will report any violations through the appropriate chain-of-command.
 - e) **Noise Discipline.** Service members will not create noise that can be heard outside of the immediate area and / or disturb other residents of the UEPH facilities. Violators should be referred to the appropriate chain-of-command for corrective action. Service members will observe quiet hours. Quiet hours will be from 2200 hours to 0800 hours Sunday through Thursday and 2400 hours to 0800 hours Friday and Saturday.
 - f) **Pets:** IAW FLW 40-4 pets are not authorized in UEPH facilities.
3. **Pest Control.** Service members are responsible for minor pest control practices consisting of good sanitation and housekeeping practices. For professional pest control treatments, service members should contact their unit SSH representative to submit a DPW WO. When submitting a DPW WO for pest control, please be specific, include exact location of problem (room number, bathroom, commons area, east lawn, etc), the nature of the problem (spiders, roaches, raccoon, etc.), and a telephone number for pest control personnel to contact you regarding the problem. Pest control response time is dependent upon the severity of the problem and threat to human health or property. If you experience a problem with snakes, squirrels, or other outdoor wildlife, please call 573-596-0596 for assistance. Response time for non-life threatening issues may be up to a week.
4. **Illegal / Herbal Drugs and Prescription Medication.** The personal consumption, illicit trafficking, distribution or selling of drugs is illegal. Violators will be reported to the appropriate chain-of-command or military police who will take necessary action. Service members must secure all prescription medication under lock and key at all times.

5. **Candles and Incense** is prohibited in government buildings, including UEPH facilities IAW FLW Reg 420-2. Certain types of candles and incense coat surfaces with a sooty substance that is extremely, if not impossible, to remove. If used, you may incur the cost of repairing all surface areas in the facility. Open-flame decorations are also prohibited.
6. **Furniture Placement** may be rearranged by the service member in their assigned rooms. There is no authorization for removal / swapping out furniture in the barracks room / building. If rearranging room furnishings ensure air vents are not blocked to facilitate adequate heating and cooling of the facility.
7. **Cable Television / Telephone / Internet Service:** Installation and payment of monthly cable television and / or telephone / internet service is the service member's responsibility. You will need to contact the provider to establish an account if you desire services.
 - a) Cable Television installation will be done through the cable box at the back of the housing unit with cable attached to the outside of the structure and secured along the lines of the unit. Cable television installation Dig permits must be requested by the service member prior to installation if required. Cables will not be run through windows. Where they exist, buried tubing is in place to run cables through to the housing unit. Dig permits will only be used as required for placing a pole in the ground, burying cable or driving a post deeper than six inches where conduit does not currently exist. An excavation permit (FLW Form 364, Rev Nov 10) must be initiated 10 days prior to the planned start of the excavation. Cable will be buried two – three inches below the ground surface. Service members may sign out the key from UPH Office staff for the cable box at the time of installation and return it following completion. It is the user's responsibility to contact the various entities on the FLW Form 364 to obtain signatures. Once all the utility lines are cleared, take the permit to DPW, Building 2200B, 596-0900, for the final approval. The permit is good for 10 days after DPW approval. Placement of the dish in the yard will not interfere with grass mowing.
 - b) Satellite television and / or intranet service satellite dishes may NOT be attached to any part of the UEPH facility. If you have a concrete pad with poles at your quarters you will be required to utilize it for installation. It has buried tubing already in place for running the cables from the pad to the house. Service members that do not utilize existing pad and tubing when available will result in the loss of choice for satellite television. If your quarters do not have a concrete pad, you will be required to follow the instructions in para 7a. above regarding dig permits. Cable will not be run through windows. Upon termination of quarters, you are required to remove the satellite dish and place it in the refuse dumpster near your quarters.
 - c) **Cooking.** Do not leave cooking unattended to prevent a fire. Bar-B-Q grills may be utilized outside when placed at least 15 feet away from the facility. Food Deliveries are permitted; however, delivery personnel may not enter living areas. Hot plates and toaster ovens are prohibited.
8. **Alcohol and Alcohol Related Misconduct.** The consumption of alcoholic beverages is prohibited for anyone under 21 years of age. Service members over the age of 21 residing in barracks type facilities will not facilitate underage drinking. All incidents of misconduct resulting from the abuse of alcoholic beverages must go through the service member's appropriate chain-of-command and / or the military police. Every effort will be made to ensure personnel are assigned housemates commensurate with their age. Commanders may not adapt blanket policies or restrictions on types or amounts of alcoholic beverages service members may possess in the barracks. When any service member abuses the privileges regarding possession or consumption of alcoholic beverages, commanders may take action to withdraw the privilege the service member has for possession or use of alcohol.
9. **Gambling.** Service members and their guests will not gamble in any form within the UEPH facilities. Violators must be reported to the appropriate chain-of-command.

10. **Smoking** is not permitted in UEPH facilities. Service members that smoke will be charged for any repairs to restore the facility to its original condition. Service members smoking outside the facilities will police their butts to maintain the area around their assigned unit. It is a Federal offense to tamper with smoke detectors (remove, turn-off, etc). Tampering with any fire prevention / safety equipment may result in punitive action. This includes exit lights and signs, emergency backup lighting and exit hardware.
11. **Window Air Conditioners** are prohibited. Central air and heat is available in all units. To assist in upstairs temperatures, close downstairs vents, set thermostat at a reasonable level (to preclude unit freezing up), and ensure all windows and doors to the outside are kept closed except when venting the bathroom. Window air conditioners will only be permitted on a case by case basis and will require a medical profile stating the requirement of a window air unit due to existing medical conditions. Provide necessary documentation through your unit FSBP office to UPH office for approval.
12. **Portable Heaters.** If portable electrical heaters are needed to temporarily supplement the installed heating system, the heater must be UL or FM listed, labeled, and equipped with a tip-over switch for safety. Heaters must never be left unattended and must have a clearance of at least 36 inches from all combustible materials. Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are unauthorized for use in barracks.
13. **Recycling:** Fort Leonard Wood has an active recycling program. If you would like to participate in the recycling program you may deliver your recyclables to Bldg 2549. You can contact the Recycling Center with any questions at 573-596-2895. All proceeds earned from recycling go to projects here at Fort Leonard Wood.
14. **Parking.** Service members are authorized one parking space at or near their quarters for their POV. Motorcycles are considered motor vehicles and will not be parked in homes, on sidewalks, in stairwells or on grassy areas. They may be parked in a space parallel to the curb to allow owners to park their other POVs in the same space. There will be no repairs of any nature to vehicles located in the neighborhoods. An on-post Auto Crafts Center, building 1383, telephone 573-596-0243, is available for performing these repairs. Vehicles that are inoperable or without current registration and license are not permitted in UEPH parking areas. Military Police Department will ticket violators and they are subject to having vehicles towed away at their expense. There will be no vehicles on jacks at any time in barracks parking areas. Parking for service members in some housing areas is limited and on a first come, first serve basis. Visitors will utilize parking on the street if additional parking is needed. Service members are responsible for ensuring their guests comply with parking requirements and limitations. Vehicles will not be parked on grassy areas, in designated fire lanes or within 15' of a fire hydrant or fire department connection. The Provost Marshal's Office could ticket you for parking / driving your POV in non-designated parking / driving areas. The speed limit in most areas of Fort Leonard Wood is 25 - 35 MPH unless otherwise indicated by posted signs. Parking lot speed is 5 mph. If poor weather conditions exist, the posted speed limit may be too fast, adjust your driving accordingly.
15. **RVs / Boats / Trailers.** Recreational vehicles will not be parked in the UEPH area. A designated fenced and locked storage area is provided near the Auto Craft Shop for motor homes, boats, trailers and similar vehicles. Reservations may be made at the Auto Craft Shop, 573-596-0243. See FLW Regulation 210-5.
16. **Exterior and Yard Maintenance:**
 - a) Service members will share responsibility for up to 150 foot area in all directions around their quarter's perimeter or to midway between quarters. Corner lot yard responsibilities should be split between service members.

- b) Service members will remove all trash, leaves, limbs, snow and ice as required. Lawn tools may be available from unit supply personnel or the Self Help Store. Exterior walls of the quarters and storage sheds should be kept free of mud, dust, cobwebs, vines, and bird / bee / wasp / hornet nests. Ensure garden hoses are disconnected from outside water faucets prior to cold weather to prevent faucet freezing and damage.
 - c) Grass mowing will be accomplished by DPW contractors. **All** grassy areas must be kept free of trash and debris. Failure to keep grassy areas clear of obstacles will result in service members cutting their own grass. Grass mowing typically begins in March and runs through October. Frequency is determined by season, weather, and grass growth.
 - d) Personally owned swimming pools are not authorized in UEPH facility areas. Service members are not authorized to construct decks, sheds, patios, etc. at or around the UEPH facilities.
 - e) Storage sheds should be secured with a padlock. FSBP SSH staff will be responsible for the assignment and termination. Service members must remove personal property when they clear their quarters. Release from responsibility for the shed will be done by joint inspection of the key holder and FSBP SSH personnel. The key holder will not pass on the key to other service members without proper authorization.
17. **Maintenance Service Request.** If a service member's room requires routine maintenance, contact the FSBP SSH office, to submit a DPW WO.
18. **Maintenance Emergency.** Handle emergencies immediately. Contact SDO or SDNCO to submit an emergency work order. Emergencies consist of:
- a) Fire - immediately call 911.
 - b) Lack of electricity.
 - c) Broken or non-working doors, locks, windows.
 - d) Roof leaks.
 - e) Lack of heat when outside temperature is below 50 degrees.
 - f) Lack of air conditioning when outside temperature is above 80 degrees.
 - g) Lack of water.
 - h) Non-functioning toilet if quarters have only one.
 - i) Locked out of room after normal duty hours.
 - j) Flooding.
 - k) Broken pipes.
 - l) Any life safety or health concern.
 - m) Water flowing from grass or street areas (possible underground pipe break).
 - n) Overflowing manhole (possible sewer back-ups).
 - o) Damaged asbestos or suspected asbestos containing material.