



## STANDARD OPERATING PROCEDURES





DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
320 MANSCEN LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

REPLY TO  
ATTENTION OF

IMNE-LNW-ZA

5 May 2011

MEMORANDUM FOR UEPH OCCUPANTS

SUBJECT: First Sergeant's Barracks Program Standard Operating Procedures (SOP)

1. Effective: 15 May 2011.
2. Authority: First Sergeant's Barracks Program.
3. Purpose: To establish standard operating procedure for all service members residing in unaccompanied enlisted personnel housing at Fort Leonard Wood. The SOP implements appropriate standards for discipline, health and welfare of service members in their assigned facility and throughout single Soldier housing.
4. Period: Indefinite
5. Special Instructions: Failure to comply with this SOP can result in disciplinary action.
6. Point of Contact is Jeanne Richardson at 596-0973.

A handwritten signature in black ink, appearing to read "C. Williams", with a long horizontal line extending to the right.

CHARLES A. WILLIAMS  
COL, MP  
Commanding

DISTRIBUTION:  
All

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## INTRODUCTION

1. **PURPOSE:** This Standard Operating Procedure (SOP) describes policies, procedures, and guidance for effective in / out processing, maintenance, security, and housekeeping of the Unaccompanied Enlisted Personnel Housing (UEPH), 1SG Barracks Program at Fort Leonard Wood (FLW), Missouri. This SOP applies to all personnel attached or assigned to FLW. A violation of this SOP subjects military personnel to disciplinary action under the Uniform Code of Military Justice (UCMJ), federal civilian employees to disciplinary action under applicable personnel regulations, and contract personnel to administrative action, including being barred from the installation. This SOP is in effect on the date published and all service members, visitors and guests will adhere to these standards.
2. **RESPONSIBILITIES:** It is the responsibility of all occupants residing in single Soldier housing to read and comply with the standards of this SOP. FLW personnel includes members of a uniformed service who are assigned or attached to units at FLW, performing temporary duty at FLW, training at FLW, or otherwise at FLW. United States Navy (USN), United States Coast Guard (USCG), United States Marine Corps (USMC) and United States Air Force (USAF), service members at FLW pursuant to Inter-service Training Review Organization (ITRO) are considered FLW personnel. In accordance with ITRO Inter-service Support Agreements (ISSA), UCMJ jurisdiction over USN, USCG, USMC and USAF members assigned to service detachments at FLW pursuant to ITRO, who violate this SOP, will rest with their respective service detachments and chains-of-command. Commanders and directors will ensure their personnel understand the provisions of the SOP.
3. **REFERENCES:**
  - a. AR 190-13, The Army Physical Security Program
  - b. AR 420-1, Chapter 3, Housing Management
  - c. AR 600-63, Army Health Promotion
  - d. Command Policy 94-08, Responsibility for Unaccompanied Personnel Housing (UPH) Furnishings
  - e. FLW 40-4, Control Of and Care For Privately Owned Animals
  - f. FLW 190-5, Motor Vehicle Traffic Supervision on Fort Leonard Wood
  - g. FLW 190-6, Registration and Control of Privately Owned Firearms and Other Weapons On Fort Leonard Wood
  - h. FLW 210-5, Privately Owned Recreational Vehicle (RV) Storage
  - i. FLW 420-2, Post Fire Regulation
  - j. FORSCOM Policy Memo CG-02-06, Single Enlisted Soldiers' Living Standards in the Barracks

# POLICY

## 1. GENERAL POLICIES.

- a. Command and Control. The UEPH 1SG Barracks Program is under the direct control of the Garrison Commander. Assignments will be accomplished maintaining unit integrity to the greatest extent possible; minimum level maintained will be at Brigade.
- b. Building Managers. Building managers in new UEPH facilities will be service members in the grade of E5 and will be assigned a single unit IAW AR 420-1, Chapter 3. They will be assigned units at the end of the building on the ground level. Assignment of building managers on Indiana Avenue, Immell Street, and Boquet Street will be the senior ranking service member per building.
- c. Conduct of Occupants, Visitors and Guests.
  - (1) Unit leadership is responsible for the discipline, health and welfare of their service members and will enforce the standards in this SOP. Leaders will make on-the-spot corrections of service members who violate the standards.
  - (2) Occupants are responsible for their conduct and the conduct of their visitors. Occupants are liable and responsible for damages caused as a result of misconduct or violation of UEPH policies. Occupants will escort their visitors at all times while they are in UEPH facilities.
  - (3) Occupants and their guests will conduct themselves in an appropriate manner at all times; refrain from using obscene or vulgar language, fighting, wrestling, or horseplay. Occupants will also wear appropriate attire and report anyone who wears clothing that is offensive to others or is obscene in nature. Occupants will maintain military bearing and maintain a clean, neat, and safe living environment. They will follow the UEPH SOP and report any violations through the appropriate chain-of-command.
  - (4) All occupants must notify Barracks Management when they will be on leave or TDY for 30 days or longer.

2. **SAFETY PROCEDURES:** Occupants and their visitors must comply with the information covered in the SOP.

3. **QUARTERS' DAILY LIVING STANDARDS:** Barracks Management and command personnel will periodically inspect grounds and facility common areas to ensure SOP compliance. Common space is defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to, corridors, laundry rooms, kitchens, living rooms, stairways, storage areas, and restrooms. Deficiencies will be noted on FLW Form 44 (see appendix H) and posted at the noted facility for corrections. Failure to make necessary corrections within allotted time will result in disciplinary action.

a. Daily:

- (1) Empty all trash from your room and take to the nearest dumpster or designated location. Identifiable personal trash found in the area will be returned to you.
- (2) Wash all dirty dishes and wipe down appliances.
- (3) Ensure all food is in sealed plastic containers and / or refrigerated.
- (4) Pick up bedroom area and make bed.
- (5) Call Barracks Maintenance Coordinator for service orders and / or damages to facilities, 573-596-0413.
- (6) Call Furnishings Management for any furniture or appliances issues, 573-596-0983.

b. Weekly:

- (1) Dust room.
- (2) Sweep and mop floors.
- (3) Clean bathroom.
- (4) Clean refrigerator.
- (5) Wash dirty laundry.
- (6) Clean washer / dryer lint traps.
- (7) Perform required yard maintenance as outlined in this SOP, para 21 under Policy section.

c. Monthly:

- (1) Rotate and flip mattress.
- (2) Defrost refrigerator (or as necessary to keep frost at less than 3/16 of an inch).
- (3) Strip and wax floors (Indiana Avenue, Immell Street and Boquet Street **only**) as described in Appendix E of this SOP.
- (4) Clean dryer vent hose and ensure it is properly attached.

- (5) Clean appliances to include behind and under them.
  - (6) Wash windows and blinds.
  - (7) Repair or replace damaged window screens.
4. **PERSONAL ITEMS:** Personal property should be secured in your room at all times and not left unattended. High value personal property should be inventoried to include make, model and serial numbers and the inventory listing maintained in a safe and secure location. Any unexplained loss of personal items should be reported to the Military Police.
  5. **AIR CONDITIONERS:** 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 to the FSBP office, bldg 470, room 1218, for approval.
  6. **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. Heater must never be left unattended and must have a clearance of at least 36 inches from all combustible materials.
  7. **VISITATION:**
    - 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 stay overnight or be left unattended by the occupant.
    - b. Authorized adult visitors can only visit the occupant's room during normal visiting hours and while occupants assigned to the rooms are present. All occupants will exercise common courtesy in dealing with visitors.
    - c. Visiting hours are from 0800 to 2400 hours Sunday through Thursday and 0800 to 0200 hours Friday, Saturday, and holidays.
    - d. There will be no overnight guests. Army regulations prohibit cohabitation. Occupants will not leave their visitors / guests unattended or leave them in the quarters while they are on duty.
  8. **PETS:** IAW FLW 40-4 pets are not authorized in UEPH facilities.
  9. **WALL HANGINGS:** Occupants will use only approved hooks / hangers (see photo at Appendix D, Self Help Projects) for hanging wall items, i.e. pictures, shelves, etc. Approved hooks / hangers may be obtained through the self-help store. Any damages to the walls will be charged to the occupant.
  10. **FURNITURE PLACEMENT:** Occupants rearranging furnishings in their assigned rooms should ensure that air vents are not blocked to allow adequate heating and cooling of the facility.
  11. **NOISE DISCIPLINE:** Occupants 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. Occupants 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.
  12. **CANDLES AND INCENSE:** IAW FLW Reg 420-2, candles, incense, and open-flame decorations are prohibited in government buildings, including UEPH facilities. Occupants should be aware that certain types of candles and incense will coat surfaces with a sooty substance that is extremely, if not impossible, to remove. If such candles and incense are used you may incur the cost of repairing all surface areas in the facility.
  13. **FITNESS EQUIPMENT:** Fitness equipment will not be attached or secured to any part of the facility. You may have personal fitness equipment that can be stored in your room. If damage results from the installation of any type of equipment the occupants will be subject to charges to repair or replace damaged items; i.e. doors, door frames, walls, and floors.
  14. **RECYCLING:** Fort Leonard Wood has an active recycling program. If you would like to participate in the recycling program you may pick up recycling containers at Bldg 2549. These containers may be placed beside the dumpster located in your area on trash days for pick up. Please ensure that the recyclables are secure to eliminate any spillage

due to wind or animals. You can contact the Recycling Center with any questions at 573-596-2895. All proceeds earned from recycling efforts from occupants go to projects here at Fort Leonard Wood.

15. **SMOKING:** Smoking is not permitted in UEPH facilities. Occupants that smoke will be charged for any repairs to restore the facility to its original condition. Soldiers smoking outside the facilities will police their butts to maintain the area around their assigned unit.
16. **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 occupants' appropriate chain-of-command and / or the military police. Every effort will be made to ensure personnel are assigned housemates commensurate with their age.
17. **ILLEGAL / HERBAL DRUGS:** 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.
18. **PRESCRIPTION MEDICATION:** Occupants must secure all prescription medication under lock and key at all times.
19. **GAMBLING:** Occupants and their guests will not gamble in any form within the UEPH facilities. Violators must be reported to the appropriate chain-of-command.
20. **CABLE TELEVISION / TELEPHONE / INTERNET SERVICE:**
  - a. Installation and payment of monthly cable television and / or telephone / internet service is the occupant's responsibility. These services are being provided to you by Cable America free of charge for the first 30 days of your occupancy. You will need to contact the provider to establish an account if you desire to continue the services.
  - b. Should you opt for satellite television service, you may NOT attach the satellite dish to any part of the UEPH facility. Cables will not be run through windows. Installation will be done through the cable box at the back of the housing unit. Dig permits must be requested by the occupant prior to placing a pole in the ground, burying cable or driving a post deeper than six inches. An excavation permit (FLW Form 364, Rev Nov 10, Appendix J) must be initiated 10 days prior to the planned start of the excavation. Cable will be buried two – three inches below the ground surface. Occupants may sign out the key from Barracks Management 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.
21. **FOOD DELIVERIES:** Occupants may receive food deliveries; however, delivery personnel may not enter living areas.
22. **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, 596-0243. See FLW Regulation 210-5.
23. **PARKING:** Occupants 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. Vehicles that are inoperable or without current registration and license are not permitted in UEPH parking areas. Parking for occupants 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. Occupants are responsible for ensuring their guests comply with parking requirements and limitations. Vehicles will not be parked on grassy areas. Minor car repairs such as oil changes or fixing flat tires may be done at the quarters. Major car repairs are to be made at the Auto Craft Shop, 596-0243. See FLW Regulation 190-5.
24. **REPAIRS:** Occupants must report work orders to the Barracks Management Maintenance Coordinator, 596-0413. Appointments will be made with the Service Order Desk or occupants will be advised how to perform the maintenance themselves if they are self-help type repairs as listed in Appendix D. Work orders for appliances will be reported to the Furnishings Management Office, 596-0983.

25. **WASHER / DRYER MAINTENANCE:** Washer / dryer repairs will be reported to the Furnishings Management Office, 596-0983. Occupants will **not** use the washers / dryers in their quarters to clean TA 50-909 or web field gear, i.e., cartridge belts, field packs, etc. Occupants should not overload washers / dryers to prevent damage. Only front load detergents will be used in front load machines. Ensure lint traps are cleaned prior to each use. Clean behind and under the appliances on a monthly basis to prevent fire and / or machine malfunction. Ensure dryer vent hoses are firmly attached to the wall outlet and the machine after cleaning each month to ensure proper operation.

26. **EXTERIOR AND YARD MAINTENANCE:**

- a. Occupants will share responsibility for a 150 foot area in all directions around their quarter's perimeter or to midway between quarters. Corner lot yard responsibilities should be split between occupants.
- b. Occupants 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 occupants' 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.
- e. Storage sheds are secured with a padlock. Occupants may sign out a key for the storage shed lock from Barracks Management. The occupant issued the key will be responsible for the condition inside the shed. Occupants 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 Barracks Management personnel. The key holder will not pass on the key to other occupants without proper authorization.
- f. Occupants are not authorized to construct decks, sheds, patios, etc. at or around the UEPH facilities.
- g. Occupants will **NOT** place any items in the mechanical rooms. Property discovered in the mechanical room will be seized, disposed of, and could result in disciplinary action.

# COMMAND AND CONTROL

## 1. RESPONSIBILITIES:

### a. Garrison Commander:

- (1) Ensure the maintenance, order, safety, security and appearance of the UEPH, 1SG Barracks Program facilities.
- (2) Designate areas of responsibility to Brigade / Detachment Commanders for monitoring of the UEPH, 1SG Barracks Program facilities for compliance with this SOP.
- (3) Ensure Brigade Commanders / Detachment Commanders conduct inspections of their assigned areas.
- (4) Approval authority for evicting tenants.
- (5) Approval authority for the UEPH, 1SG Barracks Program SOP.

### b. Brigade / Detachment Commanders:

- (1) Ensure unit commanders conduct health and welfare inspections to maintain good order, discipline and safety for all personnel occupying the UEPH facilities.
- (2) Ensure unit commanders organize work details as necessary to enhance the appearance of the UEPH facilities.
- (3) The Battalion / Detachment Sergeant Major will handle all problems the First Sergeants and / or Barracks Manager cannot resolve.

### c. Unit Commanders:

- (1) Enforce the standards of the UEPH, 1SG Barracks Program SOP.
- (2) Ensure their personnel reside in a neat, clean and safe environment.
- (3) Ensure unit CSMs / 1SGs are conducting inspections of their personnel's assigned areas and grounds.

### d. Barracks Management:

- (1) Schedule and conduct assignment / termination.
- (2) Maintain key control for the facilities.
- (3) Manage maintenance of quarters.
- (4) Ensure contractor mowing and weed eating is accomplished.
- (5) Provide a copy of the SOP to each occupant on assignment to quarters.
- (6) Assist in scheduling major repairs.
- (7) Process paperwork for damages to rooms and furnishings (statement of charges, cash collection vouchers, and financial liability investigation of property loss or damage).

### e. Building Managers:

- (1) Be responsible for the discipline, health and welfare of service members in their assigned facility, and enforce the standards in this SOP.
- (2) Make on-the-spot corrections of service members who violate the standards. Refer unresolved issues to chain of command and / or Barracks Management for resolution.
- (3) Resolve minor disputes and issues between occupants assigned to their facility. A roster of assigned occupants may be obtained from Barracks Management upon request.
- (4) Ensure the living areas of their facility provide a clean and healthy living environment for occupants.
- (5) Ensure the grounds around their facility are maintained to include leaf, brush, trash, snow, and ice removal. Ensure all grassy areas are free of all obstacles to allow contractor grass cutting. Equipment for yard maintenance, i.e. rake, snow shovel, lawn edger, etc., may be obtained from Self Help, building 2219, 596-0691.
- (6) Ensure maintenance requests for repairs to the facility are submitted to the Barracks Management Maintenance Coordinator, 596-0413, maintenance requests for repairs to appliances are submitted to the Furnishings Management Office, 596-0983, and damages are identified for assignment of liability.
- (7) Ensure there are no overnight guests at the facility.
- (8) Ensure there are no pets at the facility.
- (9) Ensure compliance of parking restrictions.
- (10) Inspect fire extinguishers monthly to ensure they are operational and initial tag provided.

(11) Duty appointment letters will be issued to each Building Manager as they are assigned along with a check list to assist them in their duties. A sample check list is at Appendix I. It may be combined with the sample at Appendix H as needed.

## INPROCESSING / OUTPROCESSING PROCEDURES – ROOM ASSIGNMENTS

### 1. INPROCESSING / ROOM ASSIGNMENTS.

- a. Occupants will sign for a copy of the UEPH, 1SG Barracks Program SOP at the time of assignment. Occupants are responsible for the furniture in their rooms and common areas and the condition of the quarters. It is important that occupants ensure that furnishings are not damaged and do a thorough job of noting all deficiencies when moving into their quarters. Failure to report missing or damaged items could result in the occupant paying for damaged or missing items prior to vacating their quarters.
- b. Identification. Occupants will complete the 3"x5" card provided at the time of assignment and post it in the acrylic card holder outside their bedroom door. Information required includes occupant's bedroom number, rank, name, unit, contact number, name of platoon SGT or immediate superior and their contact number. Occupants will ensure information provided is accurate at all times.
- c. Housemates. Housemates are assigned on a space available basis. Each set of quarters will be assigned between one and four occupants. Housemates share responsibility for cleaning common areas such as living room, bathroom(s) and kitchen. These areas should be cleaned daily as well as upon departure of one of the occupants. Cleaning standards will apply to each occupant upon termination of the quarters, see Appendix E.
- d. Intra Post Relocation Requests. Requests for intra post moves will only be accepted from occupant's chain of command 1SG, SGM or CSM through an e-mail request. The request should include Soldier's name, current address, justification for requested move, and proposed relocation address, if any, and sent to the Barracks Manager or brought in person to building 470, room 1218. Once approved, occupant will have five working days after assignment to new quarters to clean and pass a termination inspection at the previous address. All termination cleaning requirements will be applicable to the vacated quarters.

### 2. KEY CONTROL.

- a. Occupants will sign for their room key, and in most cases, their postal box key, from the Barracks Management Maintenance Coordinator or Barracks Management Inspector(s).
- b. Occupants are responsible for the security of their keys. If lost, charges will apply for replacement keys and / or having a new lock installed.
- c. Keys are subject to inventory by the Barracks Management Maintenance Coordinator at anytime IAW AR 190-13.

### 3. OUTPROCESSING. Upon receipt of orders or notification of the requirement to vacate a room, the occupant will contact the Barracks Management Office to schedule an inspection.

- a. Barracks Management will schedule a pre and final termination inspection. Occupants will be briefed on inspection and cleaning standards. Cleaning classes are available at occupant request Bldg 470, room 1218. If needed occupants should request this class at least five working days prior to the date of the desired final termination inspection. If you would like to pay for a cleaning team to clean your quarters you may obtain a list of cleaning teams at Bldg 470, room 1218. If a cleaning team is used it is still the Soldiers responsibility to stand their final inspection.
- b. Occupants are reminded to terminate all services such as cable, internet, telephone, or satellite service prior to their clearing. Occupants are responsible for removing any equipment associated with their services such as satellite dishes or modems.
- c. The Barracks Management Housing Inspectors conduct pre and final termination inspections Monday – Friday, 0800 to 1600. Occupants will turn in room and postal box keys to the Barracks Management Housing Inspector upon completion of the final termination inspection. Occupants will then proceed to the Barracks Management Office for final clearance and termination documentation.
- d. Occupants must clear the Barracks Management Office, building 470, room 1218, prior to final clearing of their unit and the installation. Failure to comply will result in delays in final clearing of the installation.

## LIABILITY FOR DAMAGE TO ASSIGNED HOUSING

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or damage or loss of Government-issued appliances and furniture. This notice explains the rules which apply to permanent party unaccompanied personnel housing (UEPH). You should read it carefully and keep a copy for your records.
  - a. First, you can be held financially liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, are aware that your family members or guests, are likely to act carelessly and 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 unauthorized activities in the housing unit.
  - b. Second, 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 a reckless or wanton manner, or if you are aware that your family members or guests, are likely to act recklessly and 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 family members or 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.
  - c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than family members or guests. Pets are not authorized; however, you are responsible for damage caused by pets belonging to you or your guests.
  - d. Fourth, 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 interests of the United States. This waive 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 let 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.

## APPENDIX A FIRE PREVENTION / PROCEDURES

### 1. TO PREVENT FIRES IN THE COMPLEX:

- a. **Do not store any items in the mechanical room.**
- b. Occupants will not use radios and other electrical devices with damaged wiring and plugs.
- c. Occupants should use UL approved, surge protective power strips. Do not use extension cords/surge protectors on refrigerators. Extension cords will not be strung across floors, walkways or under carpet.
- d. Occupants will use trash cans for discarding trash ONLY. Use ashtrays for cigarette butts. Empty trash cans and ashtrays daily.
- e. Fire and open flames are a safety hazard. **Do not leave any open flames unattended, i.e. gas stove burners, ovens or candles.** Do not melt floor wax or shoe polish. Do not store paint, solvents, gasoline or other flammable materials in the facilities.
- f. Do not use barbecue grills or other flammable materials within 15 feet of the building.
- g. Do not disable or otherwise tamper with smoke detectors.
- h. Discharged or low fire extinguishers must be recharged by taking the extinguisher to the Lawn Mower Shop at the DOL Maintenance complex, bldg 1549 for refilling and return it to the designated space in the quarters. Unlawful tampering with or discharging a fire extinguisher is punishable per Article 134, UCMJ.

### 2. PROCEDURES IN THE EVENT OF A FIRE:

- a. In the event the smoke detector sounds, shout "FIRE" to alert other occupants.
- b. **Dial 9 – 1 – 1.**

### 3. EVACUATION.

- a. When the fire alarm sounds, occupants and their guests will leave the building and WALK, NOT RUN to an area well away from the building.
- b. Lives are more important than property; therefore, evacuation of personnel is the first priority.
- c. **NO ONE WILL RE-ENTER THE BUILDING UNTIL AUTHORIZED TO DO SO BY THE FIRE DEPARTMENT.**
- d. Occupants are responsible for testing smoke detectors monthly and replacing batteries twice a year. Defective smoke detectors will be reported to the Barracks Maintenance Coordinator at 596-0413.
- e. If portable electrical heaters are needed to temporarily supplement the 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 on and unattended and must have a clearance of at least 36 inches from all combustible materials.

### 4. GAS LEAKS.

- a. **Indoor –**
  - (1) If you smell gas near an appliance: Check all pilot lights. If you find a pilot light extinguished, open windows and doors to vent the area. Wait 15 minutes before relighting the pilot.
  - (2) If you smell gas in the house or hear a hissing sound:
  - (3) Leave the building immediately taking everyone with you and leave all doors and windows open. Call 911.
  - (4) **DO NOT:**
    - a) Use telephones, cell phones, computers, appliances.
    - b) Touch electrical switches, outlets or doorbells.
    - c) Smoke or use a lighter, match or other open flame.
    - d) Position or operate vehicles or power equipment where gas may be present.

e) Re-enter the home to open doors or windows.

b. **Outdoor –**

(1) If you smell a strong gas odor, hear a high pitched whistle or hissing sound, see blowing dust, dead vegetation in a normally green area, continuous bubbles in an underwater area or a ground fire:

- a) Evacuate. Keep unauthorized people away from the area.
- b) Call 9-1-1.
- c) Abandon your car until the scene is deemed safe by authorities.

(2) **DO NOT:**

- a) Use anything that could generate a spark or flame.
- b) Start or shut down motor vehicles or electrical equipment.
- c) Use a telephone or cell phone near the area.

c. **How to recognize carbon monoxide poisoning:**

Symptoms of carbon monoxide poisoning are similar to flu symptoms:

- (1) Burning eyes
- (2) Headache
- (3) Dizziness
- (4) Fatigue
- (5) Nausea
- (6) Confusion
- (7) Unconsciousness

**APPENDIX B  
HEALTH, WELFARE, AND EMERGENCY  
POLICIES AND PROCEDURES**

**1. EMERGENCY ON-POST NOTIFICATION NUMBERS:**

FIRE	911
AMBULANCE	911
MP STATION	911 OR 596-6141
EMERGENCY ROOM	596-2157 OR 596-0456
EMERGENCY MAINTENANCE	596-0333

**2. CRIME PREVENTION.**

- a. Occupants must register their valuables with their respective units upon arrival at Fort Leonard Wood; see Appendix I. Occupants should place valuable possessions and large amounts of cash in a commercial facility for safekeeping. Secure personal belongings in locked closets and keep doors locked.
- b. Reporting Larceny. Occupants are responsible for securing their personal valuables. Report the theft of any personal items immediately to the military police.
- c. Do not leave check books, credit cards, ATM cards, or phone cards unsecured.

**3. BOMB THREAT PROCEDURES.**

- a. If you receive a bomb threat in the building immediately notify the Military Police.
- b. All personnel will evacuate the building and move a safe distance away from the facility.

**4. WEAPONS POLICIES AND PROCEDURES.**

- a. Weapons are strictly prohibited in UEPH facilities. Weapons are defined as rifles, pistols, bow and arrows, crossbows, BB guns, pellet guns, paintball guns, sling shots, any item that propels a projectile under force, and personal, decorative, or ceremonial knives with blades over three inches in length, etc. Kitchen knives are exempt from this restriction.
- b. Possession or use of fireworks, martial arts equipment (throwing stars, swords, etc.), switch blades, ammunition or weapons in the UEPH facilities to include individual rooms is prohibited.
- c. Firearms owned by personnel living in UEPH facilities or temporary lodging will be secured in the unit's arms room when not in use and registered with the Provost Marshall IAW FLW 190-6. If your unit does not have an arms room, please coordinate with your 1SG/ CSM for instructions on where to secure your weapon(s) to comply with this SOP. Knives with blades over three inches in length must also be stored in the arms rooms.

**5. TORNADO ALERT PROCEDURES.**

- a. Tornado warning signal: A steady siren blast for three minutes' duration.
- b. When you hear the tornado warning signal, take shelter in a first floor hallway or interior wall, away from doorways and window areas. If you reside on the second floor and cannot get to a first floor area; get in your bathtub and cover yourself with a mattress and blankets. Close doors to rooms. Most injuries from tornadoes occur as a result of being struck by flying glass or other objects.
- c. Tornado all clear signal: A series of short siren blasts for one minute.
- d. Notify your unit of any injuries and notify the Barracks Management Maintenance Coordinator, 596-0413, of any damages to your quarters.

**6. SAFETY PROCEDURES.**

- a. The first objective toward maintaining a safe environment is to prevent accidents. It is everyone's responsibility to report accidents to the proper authorities.
- b. Occupants have the responsibility to report any safety violations or fire hazards to the Barracks Management Maintenance Coordinator or company commander.
- c. Occupants will not tamper with fire alarms, fire extinguishers, smoke detectors or CO2 detectors. Unlawful tampering with or discharging a fire extinguisher is punishable per Article 134, UCMJ.

## APPENDIX C 15 ENERGY SAVING TIPS

The best strategies for energy conservation can be summed up in one statement: *If it's not in use, turn off the juice.* Before leaving your quarters, office, a meeting, or lunch for the day consider—

1. Turning off computers and monitors or, at the very least, put them in sleep mode.
2. Stop idling vehicles. If your errand will take more than a minute, turn it off.
3. Turning off all interior lights when leaving a room as the last person.
4. No longer use incandescent lighting. Replace them with compact fluorescents.
5. Turning off scanners, copy machines, faxes or printers (or put into sleep mode).
6. Make sure all outside lights are off during daylight hours.
7. **Close doors and windows of conditioned (heated/cooled) areas.**
8. Removing all extra refrigerators, microwaves, coffeepots, space heaters and other power consuming appliances.
9. Install, or replace as necessary, weather stripping on every entry way. Also use caulk around joints, window frames, door jambs, and penetrations. Check for further air leaks.
10. Use programmable thermostats for heating & air conditioning (HVAC) equipment.

The Directorate of Public Works Energy Branch is focused on the following items that are outside the abilities of the typical do-it-yourselfer. Still, occupants/consumers should be aware of their impact on our energy conservation program.

11. Replacing the HVAC filters and checking the tension on fan drive belts.
12. Purchase, install and operate motors and pumps that have automatic controls or variable speed drives.
13. Replace all motors and pumps with high-efficiency Energy Star Rated units.
14. Install LED retrofit kits in all exit lighting.
15. Rewiring all indoor lighting that is on 24/7 to switches or motion sensors.

*Change the Culture – Everyone can make a difference!!* Become an Energy Champion. Changing your behavior will encourage others to change theirs too. If everyone commits to at least five of these tips, we will go a long way toward meeting our energy goal.

**APPENDIX D**  
**SELF HELP PROJECT / DPW SUPPORT**

1. Occupants must attend the Self-Help class to draw supplies from the Self Help Store located in building 2219.
2. The two methods used to handle maintenance and repairs are self-help projects and DPW support.
3. **SELF-HELP PROJECTS.** Check and repair all items listed in this appendix with the exception of those which are inaccessible. In those cases, request DPW support through the Barracks Management Maintenance Coordinator, 596-0413.
4. If one of the below listed items is in need of repair, the occupants will:
  - a. Tighten / replace loose door hinges.
  - b. Replace defective door stops.
  - c. Remove protruding nails, screws, etc., from walls and woodwork.
  - d. Repair and/or replace window screens.
  - e. Replace missing or damaged ceiling tiles.
  - f. Tighten all loose brackets, screws, nuts and bolts.
  - g. Replace light bulbs and fluorescent lamps to include emergency lights and exit lamps. Replace broken or missing light shades, deflectors and globes. Occupants in the 1900 area facilities will **NOT** attempt to remove the kitchen light fixture/shade or the closet light fixture. These fixtures require a service order for repair. Contact the Barracks Management Maintenance Coordinator, 596-0413 to request a work order.
  - h. Replace broken or missing receptacle plates and switch covers.
  - i. Tighten loose soap and toilet paper dispensers and replace broken or missing ones. Tighten loose towel bars and replace broken, bent or missing ones.
  - j. Check and clean dryer lint screens and vent screens. Check and tighten dryer vent hoses and related connections.
  - k. Take discharged or low fire extinguishers to the Lawn Mower Shop at the DOL Maintenance complex, building 1549, between the hours of 0630 – 1600, for refilling and return it to its' assigned space in the quarters. POC telephone is 596-0006.
5. Items available from self help for use in your assigned housing unit include:
  - a. Hinges and door stops.
  - b. Window screens.
  - c. Ceiling tiles.
  - d. Light bulbs and fluorescent lamp bulbs.
  - e. Light shades, deflectors and globes.
  - f. Receptacle plates and switch covers.
  - g. Soap and toilet paper dispensers.
  - h. Towel bars and brackets.

- i. Shower curtains.
- j. Approved hangers for wall art.
- k. Toilet seats.
- l. Refrigerator racks and crisper drawers.
- m. Stove drip pans and oven racks.



## APPENDIX E CLEANING STANDARDS FOR UEPH FACILITIES

1. **PERSONAL BELONGINGS:** Must be removed from the quarters prior to termination inspection.
2. **SELF HELP:** Any self help maintenance will be accomplished prior to final termination inspection.
3. **CLEANING OF QUARTERS:**
  - a. Furniture: must be cleaned free of dust, dirt, lint, stains, marks, and other foreign matter paying particular attention to under cushions and in corners of drawers.
  - b. Flooring:
    - (1) Hardwood flooring in Indiana Avenue, Immell and Boquet Street housing will be thoroughly cleaned and any wax buildup will be removed with a product made especially for wood flooring. (**Extreme caution** should be used when wet mopping as excess water can cause warping and removal of the finish resulting in a possible charge to the occupant for cost of repair.) **DO NOT WAX STAIRS. Acrylic or self-polishing wax will not be used.**
    - (2) Ceramic tile floors will be free of soil, grease, residue, soap detergents, sealers, dampness, liquids, and other foreign material. Ceramic tile floors will be cleaned with clear water and a neutral pH liquid cleaner (soap-less). Follow with a clear water rinse and wipe dry to prevent film formation. Spilled liquids should be promptly removed to prevent stains to the tile. Sealing or acid cleaning is **NOT** authorized.
    - (3) Vinyl floors in Indiana Avenue, Immell and Boquet Street quarters, both sheet and tile, will be washed clean and free of dirt, grease, soap, rust, residue, streaks, removable stains and wax build-up. Particular emphasis will be placed on removal of dirt and lint in corners and near baseboards. Vinyl floors, except those in the bathrooms, will be waxed with a liquid wax (**No Mop and Glow**). Vinyl tile floors will also be buffed. Bathroom floors will **not** be waxed.
    - (4) Vinyl floors in new UEPH facilities are no-wax floors. They will be free of soil, grease, residue, liquids, and other foreign material and will be swept and wet mopped with a non-abrasive, no wax, floor cleaner.
    - (5) Carpeting and or rugs will be thoroughly vacuumed and free of dirt, dust, lint and any removable stains.
    - (6) Floor and baseboard registers along with return air vents will be removed and be cleaned free of dirt, rust, hair, grease and lint. Floor registers are to be left out for inspection. Baseboard registers and wall vents must be reinstalled for final inspection. All registers and return air vents must be painted, if needed, and be in good operating order. Paint is available from the Self Help Store.
    - (7) Stairwell railings will be cleaned paying particular attention to accumulations on the underside of the handrail. Steps and landings will be cleaned paying particular attention to dirt accumulations in corners.
  - c. Walls and ceilings: will be washed clean of all marks, stains, grease, food particles, dirt, smudges, soap residue, mildew, streaks, cobwebs and removable stains. Paint, tape, adhesives, decals, self applied wallpaper, paneling and contact paper are not permitted for use on walls. Use of these medians could result in costs incurred to the occupant for the removal and / or restoration of the walls to their original condition. Particular emphasis will be given to wall areas adjacent to and behind the stove, counters and sinks.
  - d. Woodwork: all woodwork around doors, windows and baseboards will be washed clean and free of dirt, fingerprints, tape, lint and marks of all types.
  - e. Doors: will be cleaned and free of dirt, mud, tape, paper, nails, smudges, fingerprints, scuff marks, food particles, grease, etc. on both sides including storm and exterior doors and thresholds. **No abrasive pads or cleaners will be used.** Storm door glass inserts will be installed only if house will be vacant or it is a seasonal requirement and cleaned free of dirt, handprints, smudges, etc. Storm door screen will be left in the storage area. Broken, damaged or deteriorated storm door closures, rubber seats on exterior door thresholds, screens, etc. will be repaired or replaced. Tighten or replace door hardware, doorstops and other builder's hardware as needed.
  - f. Windows: all interior window surfaces and those exterior surfaces readily accessible from the ground or which may be done in a safe manner, to include window frames, will be free of dirt, film, dust, lint, spots, streaks, or water marks. Particular emphasis will be given to the window sills, corners, locks and channels. Clean curtain rods, blinds and shades free of dirt, lint, fingerprints, grease and dust. Blinds will be left lowered with slats open for inspection. Replace broken and / or damaged ones as necessary. Facilities with window air units will clean the A/C filter.

- g. Screens: window screens must be installed and in good repair. Window and door screens with one or two small holes (1/4" or less in size) may be repaired with patches from the Self Help Store. Screens with more than two holes or large tears and missing screens can be taken to the Self Help Store for replacement. During peak summer months it is recommended screens be taken in at least one week prior to inspection. If screen replacement is not completed, obtain a "not in stock" slip from Self Help and present it at your inspection.
- h. Light fixtures: will be clean and free of dirt, dust, cobwebs and insects. Glass elements will be washed and free of dirt, dust, fly specks, film and water marks. All light bulbs, fluorescent tubes and globes will be clean and **serviceable** and fixtures will be reassembled for inspection. This requirement does **NOT** include the kitchen and closet light fixtures in the 1900 area; they require a service order through the Barracks Management Maintenance Coordinator, 596-0413.
- i. Bathroom:
- (1) Wash basins, tubs, showers, toilet bowls, mirrors, medicine cabinets, etc., will be washed clean and free of rust, dirt, grease, soap residue, water marks, mold, mildew, removable stains and mineral deposits. Particular emphasis will be placed on removal of mineral deposit accumulation in bathtubs, toilet bowls and wash basins. Fiberglass shower and tub enclosures should be cleaned with warm water and any liquid detergent. For stubborn stains, use nonabrasive powder or liquid cleaners. Remove and replace caulking around tub or shower as necessary. **Do not use abrasive cleaners, metal scouring pads or green pads.**
  - (2) Tighten or replace soap dishes, towel bars & brackets, toilet paper holders, shower curtain rods and replace or tighten leaking showerheads as needed. Ensure that shower curtains are washed clean of all mildew, soap residue and dirt. Chrome fittings, trim, pipes, towel bars, soap dishes, toilet paper holders, faucets, etc., will be free of dirt, dust, mineral deposits and water marks.
  - (3) Ensure that toilet seats are tightened if loose or replaced when cracked, chipped, broken, or worn. You are only required to perform self help maintenance on seats held in place by plastic nuts. Replace or adjust internal commode mechanism if it is leaking or operating improperly.
- k. Closets: floors, walls, ceilings, shelves and clothes poles will be cleaned and free of dirt, dust, lint, cobwebs and hanger marks.
- l. Kitchen:
- (1) Interior / Exterior of kitchen cabinets, drawers, knobs, and handles will be cleaned and free of grease, smudges, trash, fingerprints, personal items and food particles or other foreign matter. Particular emphasis will be given to corners and cracks where dirt and food particles collect. All contact paper will be removed.
  - (2) Countertops and splash backs will be washed clean and free of soap residue, dirt, grease, food particles and removable stains.
  - (3) Kitchen sinks will be cleaned and free of rust, dirt, grease, soap residue, water marks, mineral deposits and removable stains.
  - (4) Interior of garbage disposals will be free of foreign materials. Housing of garbage disposals will be free of dirt, dust and grease.
  - (5) Dishwashers will be clean and free of dirt, grease, lint, soap residue, mineral deposits, water, melted plastic, rust and other foreign matter.
  - (6) Kitchen exhaust hoods/fans will be cleaned free of dust, lint, grease and water marks. Fans will be unplugged and removed for cleaning and reinstalled after inspection. Hood/Fan will be free of grease, lint and dust. Hood filter and plastic hood light cover will be free of grease, lint and dust and left out for inspection. **Do NOT use oven cleaner on exhaust hoods.**
  - (7) Refrigerators will be washed clean and free of dirt, dust, grease, food particles, water marks, bottle marks, etc., inside and out. Particular attention will be given to door gaskets and the area around door gaskets. Ensure that the refrigerator has a working 40w appliance bulb in each socket (to be provided by the occupant if unavailable at the Self Help Store). Refrigerator coils on the back or underneath the refrigerator will be clean free of lint. (Use vacuum or long handled soft brush.) Replace broken, damaged or deteriorated refrigerator shelves, crisper drawers, crisper covers, ice trays, brackets and drip pans. Removable drip pans are located behind the front kick-plate. Non-removable drip pans are located at the back of the refrigerator. They will be washed clean and free of dirt, dust, water marks and mineral deposits. **Your housemate's food may remain in the refrigerator. CAUTION: Older model refrigerators that are not frost free will be defrosted if there is a thick accumulation of ice in the freezer compartment. Do NOT use sharp instruments to remove ice or frost from the freezer compartment as damage to the evaporator may result, requiring reimbursement to the Government by the occupant.**
  - (8) Microwaves will be clean and free of all dirt, dust grease, food particles, water marks, etc., inside and out. Particular attention will be given to door gaskets. Replace broken revolving trays, tray guides, etc.

- (9) Gas Ranges must be turned off at the valve on the line just behind the stove prior to cleaning. This can be accomplished by moving the stove out into the floor approximately three feet from the wall and turning the cutoff valve crosswise. If problems are encountered, please call Furnishings Management Office at 596-0983. Flexible gas lines **will not** be removed from the range or removed from the quarters and their loss or damage will require reimbursement to the Government. Range will be clean and free of all grease and food. Burned on grease must be removed from range and parts. Floor surface under ranges must be clean. Ranges will be disassembled only so far as can be accomplished without removing screws, nuts or bolts. Range tops will not be removed, except those with hinged or removable tops that do not require the removing of screws, nuts or bolts. Ensure that the stove has a working 40w appliance bulb in each socket (to be provided by the occupant if unavailable at the Self Help Store). To clean the oven, make sure oven is turned off and cool. Use oven cleaner, following the directions on the container, avoid applying to front panels or sides of end panels as it will destroy the baked enamel finish. Avoid applying oven cleaner to door seals, plate surfaces or the thermostat capillary bulbs. Oven cleaners shall only be used in the oven on porcelain parts; if used on other portions of the stove, damages will result for which you are liable. Replace broken, damaged or deteriorated control knobs, broiler pans, trays, shelves and burner drip pans on stoves. **CAUTION: Do not use an acid in cleaning ranges. Acid will cause extensive damage and costs of repairs/replacement will be charged to the occupant. Do not use abrasive cleaners such as oven cleaner, steel wool, on the decorative trim, burner control panel, rear timer control panel, knobs, or exterior enameled surfaces.** Stoves will be completely reassembled, lights working and pilot lights lit prior to final inspection.
- (10) Electric Ranges must be turned off and cool prior to cleaning. This can be accomplished by visual verification that the surface cooking area is **not** glowing red but is its' original color and indicator lights are off. If problems are encountered, please call Furnishings Management Office at 596-0983. Range will be clean and free of all grease and food. Light to moderate soil may be wiped with a clean, wet cloth or sponge and dried thoroughly to avoid streaking and staining. Heavy soil may be cleaned with Cooktop Polishing Crème (part # 31464), or a nonabrasive cleanser by rubbing the cleaner into soil with a damp paper towel or soft cloth until white film disappears. Burned-on soil can be removed with a Cooktop Scraper (part # 3183488), then following instructions for heavy soil cleanup. Cooktop control panel may be cleaned with glass cleaner and a soft cloth or sponge: Apply glass cleaner to the soft cloth or sponge, not directly on the control panel. **Do not use steel wool, steel wool pads, abrasive cleansers, abrasive paper towels, gritty washcloths or fabrics, chlorine bleach, rust remover or ammonia because damage may occur. Do not use an acid in cleaning ranges. Acid will cause extensive damage and costs of repairs/replacement will be charged to the occupant.** Floor surface under ranges must be clean. Ranges will be disassembled only so far as can be accomplished without removing screws, nuts or bolts. Range tops will not be removed, except those with hinged or removable tops that do not require the removing of screws, nuts or bolts. Ensure that the stove has a working 40w appliance bulb in each socket (to be provided by the occupant if unavailable at the Self Help Store). To clean the oven, make sure oven is turned off and cool. Use oven cleaner, following the directions on the container, avoid applying to front panels or sides of end panels as it will destroy the baked enamel finish. Avoid applying oven cleaner to door seals, plate surfaces or the thermostat capillary bulbs. Oven cleaners shall only be used in the oven on porcelain parts; if used on other portions of the stove, damages will result for which you are liable. Replace broken, damaged or deteriorated control knobs, broiler pans, trays, and shelves on stoves. Stoves will be completely reassembled, lights working, prior to final inspection.
- (11) Washer and dryers will be clean and free of dirt, liquid or powder detergent, lint, standing water, mineral deposits and clothing. Clean the lint trap and dryer vent hose free of debris. The appliance will be pulled out to clean behind and underneath. Replace damaged, worn or broken faucet handles. Replace faucet washers in leaking faucets where shutoff valves exist. **Note: Hot water lines may be shut off at the water heater if necessary.**
- m. Fire extinguishers will be recharged as required and secured in the appropriate extinguisher cabinet / mounting bracket. The housing for the fire extinguishers will be clean and free of dust, dirt, rust, grease, fingerprints, smudges, soap residue, water marks, mold, mildew, removable stains and mineral deposits. Fire extinguisher may be recharged at Building 1579 between the hours of 0630 – 1600. POC telephone is 596-0006.
- n. Furnace and Water Heater Rooms: interior / exterior furnace and water heater room floors, ceilings, exposed ducts and pipes, furnaces, water heaters, etc., will be swept clean and free of dust and loose soot accumulation. **The furnace room must also have a working 60w light bulb installed.**
- o. Exterior walls: all exterior walls of the quarters and storage sheds will be free of mud, dust, cobwebs, vines, bee / wasp / hornet nests and marks of all types. Personal items will be removed from the roof of storage sheds. Porch support posts will be free of marks; and the porch floor, including sides, will be cleaned and free of marks. Replace broken, cracked or missing splash blocks under gutter downspouts. **Caution: Do not use abrasive cleaners on metal siding as they may damage the finish and you will be held liable for damages.**

- p. Trash: ensure all trash has been removed from the quarters and placed in the nearest dumpster. Trash will not be set outside front or back doors for any amount of time. In the event trash is not deposited in the nearest dumpster and animals, occupants, weather, etc. spread it around, it will be the occupants' responsibility to remove it. Recycle containers must be empty and cleaned with soap and water.
- q. Self Help Equipment: self help equipment, i.e., lawn edger, leaf rake, snow shovel and force cup (plunger), will be cleaned free of dirt, grease, oil and be in a serviceable condition. All self help equipment will be left in the storage area. Storage area will be broom cleaned, dusted, free of oil and empty.
- r. Outside Responsibilities:
  - (1) Occupant's yard area of responsibility:
    - a) In front of quarters to the street.
    - b) On the sides of quarters, whichever of the following is less: to a point midway between quarters; or to the nearest street; or to a maximum of 150 feet.
    - c) Behind the quarters, whichever of the following is less: to a point midway between the quarters; or 50 feet into a wooded area; or to a maximum of 150 feet.
  - (2) Cultivate all barren lawn areas within your area or responsibility to a depth of three inches, break up clods, rake smooth and reseed. The occupant is responsible for providing their own grass seed if it's unavailable at the Self Help Store. A statement of non-availability will not be issued. Pick up and dispose of any trash or litter found anywhere in your area of responsibility. Trash will not be left at the curbside. For special pick up of bulk trash, call Contract Inspection, 596-0907, 2-3 days before your final inspection.
  - (3) Remove any snow and ice from the sidewalk, steps and porches, and shovel a path to the shed.
  - (4) Occupants may leave flowers in bloom, annual plants during the growing season, and / or perennial flowers from flower beds located along sidewalks and building foundation prior to termination of quarters. All weeds, grass and dead growth must be removed and flower beds and small trees mulched. Flower beds in other locations must be removed, leveled and seeded prior to clearing. On site judgment will be exercised by the inspector; any questions should be resolved prior to your final inspection. You are encouraged to contact the Barracks Management Maintenance Coordinator, 596-0413, to resolve any questions about flowers, flower beds or plants prior to your final inspection.
  - (5) The designated parking area will be free of accumulated trash, oil and grease. **Note: a drying compound is available at the Self Help Store to aid in removing accumulated oil and grease.**

## APPENDIX F SUGGESTED CLEANING PRODUCTS

1. Johnson and Johnson Paste Wax – hardwood floors on Indiana, Immel, and Boquet Street.
  - a. Clean surface of heavy dirt and sticky spots. Use Pledge Multi Surface Floor Cleaner (item 3 below).
  - b. Apply a thin, even coat of wax, working with the grain.
  - c. Allow to dry to a haze, then buff with soft cloth. For floors, wait 20-30 minutes before buffing with electric polisher.
2. Distilled White Vinegar – new UEPH kitchen and bathroom ceramic tile floors.
  - a. Mix 1 gallon of hot water with 1 cup of distilled white vinegar in a bucket.
  - b. Dip a mop in the solution, and agitate the water to blend the ingredients. Pull the mop out of the solution, and wring out excess water.
  - c. Mop over floors as needed to remove dirt and debris, then let air-dry or dry by hand with paper towels or a dry mop.
3. Pledge Multi Surface Floor Cleaner – vinyl floors on Indiana, Immel, and Boquet Street; wood laminate floors in new UEPH.
  - a. Sweep or vacuum floor.
  - b. Squirt directly onto floor in a 3-by-3-foot area using an "S" pattern.
  - c. Use a fresh, damp mop to clean, leaving floor evenly wet.
  - d. Rinse mop to remove dirt. Continue cleaning section by section. Do not allow puddles of cleaner to remain on floor.
  - e. Let floor dry (about 10-15 minutes).
4. Pledge with Future Shine – vinyl floors on Indiana, Immel, and Boquet Street.
  - a. Thoroughly clean floors with a product like Pledge Multi Surface Floor Cleaner or Armstrong Floor Cleaner.
  - b. Let floor dry, then spread Pledge® with Future® Shine evenly with a clean sponge mop, cloth or other applicator.
  - c. Pledge with Future Shine will normally dry in 20-30 minutes.
  - d. For increased shine and protection, a second coat of Pledge with Future Shine may be applied. Allow 8 hours between applications.
5. Clorox Clean-Up Cleaner with Bleach – general cleaner for kitchen and bathroom.
  - a. Spray product 4-6 inches from surface until thoroughly wet. Let stand 30 seconds. Rinse or wipe clean. For heavily soiled surfaces, pre-clean surface before disinfecting.
  - b. Directly apply with cloth and wet surfaces completely. Let stand 5 minutes. For heavily soiled surfaces, pre-clean surface before disinfecting.
  - c. Avoid contact with clothes, fabric, wood, rubber, painted and paper surfaces.
6. Clorox Disinfecting Kitchen Cleaner – for washable, hard, nonporous, non-food contact surfaces.
  - a. Spray product straight onto soils until thoroughly wet.
  - b. Let stand for 10 minutes.
  - c. Wipe clean with a dry paper towel.
  - d. For heavily soiled areas, a pre-cleaning is required.
  - e. For surfaces that may come in contact with food, a potable water rinse is required.
7. Liquid Wrench Penetrating Oil or WD40 – for adhesive removal.
  - a. Gum.
  - b. Stickers.
  - c. Crayon marks.
8. Windex – for glass surfaces.
  - a. Rotate nozzle to "on" position.
  - b. Spray and wipe with a paper towel or lint free cloth.
  - c. Newspaper can also be utilized for a streak free job.
9. Clorox Disinfecting Bathroom Cleaner or Scrubbing Bubbles – for washable, hard, nonporous surfaces.
  - a. Rotate nozzle to FOAM or to SPRAY.
  - b. Spray 6-8 inches from the surface and allow product to penetrate dirt and soap scum.
  - c. Wipe with a wet sponge or cloth and rinse with water. No scrubbing required.

- d. For tougher jobs, use FOAM option. Spray and let product stand on surface for several minutes before wiping.
10. CLR or Lime Away – for removing mineral deposits on chrome or porcelain surfaces.
    - a. You should always use in a well ventilated area while wearing household rubber gloves and test a hidden area of the surface before beginning to clean.
    - b. When cleaning, apply the solution to a clean damp cloth, sponge or directly to the surface to be cleaned.
    - c. Allow the product time to work and then rinse with clean cold water.
    - d. You should never leave the solution on a surface for more than two or three minutes.
    - e. Do not use on vinyl, marble, mirrors, plastic laminates, wood, fabrics, painted surfaces, colored grout or wall coverings. For use on glass, plastic, fiberglass, ceramic tile, etc.
  11. Mr. Clean Magic Eraser – for hanger marks, wall marks, etc.
    - a. Simply wet, wring out and erase.
    - b. Removes dust, grime, scuffs, crayon, fingerprints, stains, soap scum, etc.
  12. Bleach – for garbage disposal.
    - a. Pour  $\frac{3}{4}$  cup bleach into drain while running disposal and water.
  13. Dishwasher – use the following along with the longest, hottest cycle available on your dishwasher.
    - a. To get rid of mold and mildew, the best *dishwasher cleaner* is the bleach. Add one tablespoon of the bleach after emptying the contents of the dishwasher. Run at full cycle. This will clean out the mold that had built up inside the dishwasher tub, leaving it spanking clean.
    - b. Surprisingly, the best way to clean out the discoloration and scale of your dishwasher is to add one half of a container of Orange Tang Drink Mix. The citric acid present will tease apart the hard water deposits and as it removes them, the scales peel off. Run regular cycle with this.
    - c. Last is to place one coffee cup full of vinegar in the dishwashing rack and run full cycle. This will clean everything inside the dishwasher. This is one of the easiest techniques and also is a preventive *dishwasher cleaner*. If there is no vinegar, try substituting with baking soda.
  14. Easy Off Oven Cleaner – for oven interior.
    - a. Follow directions on product.
    - b. For oven racks place in a plastic trash bag, add  $\frac{3}{4}$  cup of ammonia, and seal bag. Let set overnight in the bag inside or outside if odor is too strong.
    - c. Remove racks from bag, rinse, dry, and place back in oven.
  15. Weiman's Polishing Crème – for glass top stoves in new UEPH.
    - a. Apply with a damp sponge.
    - b. Rub into stovetop only.
    - c. Allow to dry, wipe with a clean damp sponge.
  16. Crown Multi-Purpose Exterior Cleaner – for siding.
    - a. Apply with a spray bottle or a hand pump garden sprayer.
    - b. Let set 20 minutes.
    - c. Spray clean with garden hose and water.
  17. Mold and Mildew removal – mix one tablespoon of dishwashing liquid to one gallon of hot water. Wash mold and mildew clean and dry surface with paper towels or lint free soft cloth.

**APPENDIX G**  
**UEPH ITEMS APPROVED FOR QTRS RETENTION**

1. The following list of items may be left in UEPH facilities upon an occupant's final termination inspection:
  - a. One good broom and mop.
  - b. One good iron board.
  - c. Shower curtain – if clean or new.
  - d. Toilet paper on roller.
  - e. Self-help items.
    - (1) Window screens.
    - (2) Window glass for storm door.
    - (3) Rake.
    - (4) Snow shovel.
    - (5) Lawn edger.
  - f. Cleaning supplies if the container is at least half full.
  - g. Not more than six plastic hangers in closet only.
  - h. Not more than four approved wall hooks / hangers.
2. Requests for deviation from approved list will be considered on a case-by-case basis. Any items left will be in clean and / or new condition.

## APPENDIX H FLW FORM 44

QUARTERS INSPECTION REPORT	
QUARTERS ADDRESS	BUILDING NO.
<p>The Commanding General, USAMANSCE and FLW, or members of his staff occasionally spot check the appearance of the installation. The purpose of these checks is to insure our program for grounds maintenance is working well. The area that makes up the post is sizable and everyone must be involved if we are to continue to have an attractive place to live and work.</p> <p>Today your neighborhood was visited by the undersigned. During the inspection your quarters and exterior area were noted as indicated below.</p>	
	Appearance is outstanding.
	Appearance needs improvement for the following reasons:
	Yard and/or parking space requires policing and/or trash removal.
	Patio/Porch or landing requires policing and/or trash removal.
	Lawn requires mowing or trimming. Occupant's responsibility includes 150 feet from building or mid-point to their neighbor. Lawn mowers are available from Self-Help.
	Lawn requires raking of grass and/or leaves.
	Vehicle parked on grass needs to be moved. License plate number:
	Trash can/Recycle bin needs to be removed from the curb.
	Unauthorized and/or unsightly items must be removed. See remarks:
	Items in carport or yard need to be secured or moved inside to prevent possible theft. See remarks:
	Unauthorized recreational vehicle or boat stored at quarters. Contact MWR at 596-0243.
	Bulk trash needs to be removed.
	Other:
<p>If you have any questions about this report, please contact the inspector whose name appears below at the following phone number.</p> <p>Occupants whose areas were found to be outstanding have the appreciation of the entire community for making Fort Leonard Wood a better place to live.</p>	
<p><b>REMARKS;</b></p>          	
<p>Re-inspection date</p>   	
<p>If there any questions regarding this notice please call Garrison CSM at 563-4004.</p>	
PRINTED NAME OF INSPECTOR	INSPECTORS PHONE NUMBER
INSPECTORS SIGNATURE	

FLW FORM 44(REVISED OCT 2007) PREVIOUS EDITION OBSOLETE





## APPENDIX J FLW FORM 364

**EXCAVATION PERMIT**  
 Range \_\_\_\_\_ Township \_\_\_\_\_ Fort Leonard Wood, Missouri Section \_\_\_\_\_ Quarter Section \_\_\_\_\_  
 (FLW Suppl 1 to AR 420-17)

REQUESTED BY (Unit/Activity doing Excavation):		Fax:	
POINT OF CONTACT NAME:		Phone:	
DESCRIPTION AND LOCATION OF PROPOSED EXCAVATION: <b>** MUST BE MARKED IN WHITE **</b> (Include a detailed map or drawing showing location.)			
<b>GAS (NATURAL) – FOR APPROVAL CALL 1-800-DIG-RITE ** 48 HOURS NOTICE ** TICKET #:</b>			
METHOD LOCATED	FLAGS PAINT	MAIN SERVICE	NOTIFY BEFORE CROSSING DISTANCE REQUIRED FROM GAS LINE
			WILL NOT AFFECT
Reviewer Signature		Date	
<b>EXTERIOR ELECTRICAL UTILITY (High Voltage) FOR APPROVAL CALL 1-800-DIG-RITE ** 48 HOUR NOTICE **</b>			
Reviewer Signature		Date	
<b>CENTURYLINK (Commercial Telephone Company) FOR APPROVAL CALL 1-800-DIG-RITE ** 48 HOUR NOTICE **</b>			
Reviewer Signature		Date	
<b>CABLE TV COMPANY FOR APPROVAL CALL 1-800-DIG-RITE ** 48 HOUR NOTICE ** LOCAL: 573-336-5538</b>			
Reviewer Signature		Date	
<b>BALFOUR BEATTY (Family Housing Areas only) FOR APPROVAL CALL 1-800-DIG-RITE ** 48 HOUR NOTICE **</b>			
Reviewer Signature		Date	
<b>DPW MAINTENANCE CONTRACTOR FOR APPROVAL CALL 573-596-0922 OR FAX 573-596-5387 - BLDG 2203</b>			
Heat/AC _____	Date _____	Water/Sewer _____	Date _____
Electrical (Secondary) _____	Date _____	Fuel _____	Date _____
<b>SECURITY CAMERA(S) &amp; ARMY TELEPHONE (NEC) TEL 573-596-5373 OR FAX 573-596-5715</b>			
Reviewer Signature		Date	
<b>DIRECTORATE OF LOGISTICS (J-SIDDS) 573-596-0874</b>			
Reviewer Signature		Date	
<b>SPRINT BARRACKS TELEPHONE COMPANY (Commercial – Cantonment Area Only) FOR APPROVAL CALL 1-800-924-7941 OR FAX 561-775-7877</b>			
Reviewer Signature		Date	
<b>BASE COM CONSTRUCTION (Lodging CATV / Internet – Cantonment Area Only) FOR APPROVAL CALL 573-329-8046 OR FAX 573-329-8284</b>			
Reviewer Signature		Date	
<b>DIRECTORATE OF PUBLIC WORKS (DPW) 573-596-0900 OR 573-596-0928 OR FAX 573-596-1370</b>			
Final Reviewer Signature		Date	

FLW Form 364 (Rev Nov 10) Previous Edition Obsolete

## FLW FORM 364, pg 2

Subject: Supplement to FLW 364, Excavation Permit

12 October, 2010

1. Excavators shall submit excavation permits and provide notification to all underground facility owners/operators at least three (3) but not more than ten (10) working days in advance of beginning any excavation. The excavator shall exercise reasonable care not to unnecessarily disturb or obliterate markings provided for location of underground facilities, and to maintain such markings by refreshing or other approved methods as required for the duration of the project. Excavators may continue to work within the permit area as long as the markings are visible. If markings become unusable due to weather, construction or other causes, the excavator shall request renewal of the original permit within the same time frame as required for the original. If remarking is required due to the excavator's failure to exercise reasonable care, or if repeated unnecessary requests for remarking are made the excavator may be liable for the reasonable cost of such remarking.
2. All personnel requesting a form FLW 364, Excavation Permit, must in addition to all other requirements, read and acknowledges by signature the following DPW requirements. Refusal to comply with these requirements will void future requests for an Excavation Permit.
3. All roads shall be bored under, unless prior approval has been granted by the Chief of the Business Operations Division, DPW, Building 2202.
4. All disturbed turf areas shall be restored by placing 4" of topsoil, fertilizing with 13-13-13 fertilizer at a rate of 4 pounds per 1000 square feet, seeding with a mixture of 90% Turf Type Tall Fescue and 10% annual rye at a rate of 4 pounds per 1000 square feet, and mulching four ways, with clean, weed free, cereal straw. Turf areas are considered all areas that are unsurfaced grounds. Disturbed areas are not limited to areas of the excavation. They also include ruts, gouges, etc. caused by a contractor's vehicles or equipment.
5. All buried utilities shall include a tracer wire with the utility and, in addition, magnetic tracer tape above the utility, but 12 inches below ground level. The tracer wire shall be terminated in a manner that makes them accessible at all manholes, handholes, pedestals, or other termination points.
6. Magnetic tracer tape shall be placed above any buried communication line, 12 inches below ground level.
7. At the finish of work, as-built drawings shall be delivered to the Engineer Design Branch, DPW, Building 2200.
8. Use of Fire Hydrants – The temporary use of fire hydrants as sources of water is not authorized without prior approval by the Fire Department, 596-0886. Fire hydrant connections shall include an approved backflow preventer. Use of backflow preventers must comply with Missouri Department of Natural Resources, Division 60, Public Drinking Water Program, Chapter 11 – Backflow Prevention, Title 10CSR60-11. Government furnished backflow preventers shall be utilized and are available at Building 1601, Water Treatment Plant on a first come basis. The Contractor shall be required to sign a hand receipt prior to obtaining a backflow preventer. The Contractor shall be accountable to return the checked out backflow preventer equipment undamaged and as soon as possible. The Contractor shall furnish and use an approved fire plug wrench to open and close the hydrant. Pipe wrench shall not be used. When the hydrant is not being used it shall be shut off. When the need for the hydrant is finished, the hydrant shall be shut off, the temporary connection and backflow preventer shall be removed, the fire hydrant caps shall be replaced and the Fire Department shall be notified that the hydrant will no longer be used.
9. Digging, driving or trenching is not permitted within the drip line of any tree.

Signature of permit requestor: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX K**  
**NON FAIR WEAR AND TEAR PRICING**  
*All prices are subject to change without notice.*

Task Description	U/M	Unit Price
<b><u>PAINT</u></b>		
Full	EA	\$1,550.00
Whole room	EA	\$87.00
Repair hole in wall	EA	\$45.00
Miscellaneous surfaces	SQ	\$20.00
Miscellaneous Trim	LF	\$6.00
Second coat where one coat fails to adequately cover existing painted wall surface	SQ	\$15.00
Remove incompatible	SQ	\$40.00
Interior surfaces with epoxy paint	SQ	\$20.00
Sand & feather edges and apply spot primer (for epoxy paint only)	SQ	\$25.00
Faux painting - Ragging (includes base coat)	SQ	\$20.00
And / or varnish kitchen cabinets	SQ	\$25.00
Exterior doors	EA	\$30.00
Exterior handrails (to include primer)	LF	\$5.00
Ceiling Tile Grid	LF	\$13.00
Miscellaneous Exterior CMU	SQ	\$36.00
Exterior Steel Siding	SQ	\$200.00
Exterior Wood Siding	SQ	\$45.00
Remove & dispose of lead-based painted casing, sill, trim, base & molding	BF	\$100.00
Remove & dispose of lead-based painted exterior door, jamb, trim & threshold	EA	\$50.00
<b><u>REPLACE DOOR</u></b>		
Interior flush doors	EA	\$65.00
Closet doors (Indiana, Immel, Boquet)	SET	\$50.00
Closet doors (New UEPH 1900 Area)	EA	\$248.00
Interior door frame and trim	EA	\$50.00
Replace interior hard core door (New UEPH 1900 Area, phase I & II)	EA	\$330.00
Exterior door & frame with steel door (Indiana, Immel, Boquet)	EA	\$300.00
Exterior door & frame with steel door (New UEPH 1900 Area)	EA	\$267.00
Storm door & frame	EA	\$300.00
<b><u>KNOBS, LOCKS AND KEYS</u></b>		
Door knob (Indiana, Immel, Boquet)	EA	\$22.14
Furnish and install passage lock	EA	\$100.00
Furnish and install bathroom lock	EA	\$300.00
Furnish and install entry lock	EA	\$125.00
Furnish and install keyed bedroom lock (shall be same manufacturer as entry lock)	EA	\$100.00
Rekey and / or Furnish keys (Keys are \$1.00 each x quantity required in addition to cost)	EA	\$52.50
Keys: bedroom-3 ea; entry door-2 ea x #bedrooms; 1900 area entry/room-3 ea		
Replace locking cylinder (Indiana, Immel, Boquet)	EA	\$12.00
Replace CoreKey lock	EA	\$177.00

Repair CoreKey lock due to misuse	EA	\$50.00
<b><u>FLOORING</u></b>		
Remove non-asbestos vinyl flooring (VCT & sheet vinyl)	SF	\$1.25
Remove, containerize and dispose of vinyl-asbestos floor tile (1 to 3 layers) to include mastic removal	SF	\$5.00
Furnish & install 1/4" plywood underlayment	SF	\$1.50
Furnish & install vinyl composition tile (VCT)	SF	\$3.50
Furnish & install sheet vinyl flooring	SF	\$4.00
Furnish & install sheet vinyl flooring with integral cove base	SF	\$20.00
Replace 4" vinyl wall base	LF	\$3.00
Replace 6" vinyl wall base	LF	\$6.00
Install Gov't-Furnished Vinyl Floor Tile, Self-Sticking, 18" x 18"	SF	\$1.00
Replace ceramic floor tile	SF	\$10.00
Refinish hardwood floors	SF	\$1.50
Replace damaged or deteriorated hardwood flooring	SF	\$4.00
Replace deteriorated sub floor	SF	\$2.00
Replace damaged or deteriorated structural lumber	BF	\$2.00
Replace miscellaneous wood trim	LF	\$2.00
<b><u>TILE AND GYPSUM BOARD</u></b>		
Replace ceramic wall tile	SF	\$10.00
Repair acoustic ceiling textured surface	SF	\$1.00
Replace deteriorated ceiling tile	SF	\$2.00
Replace gypsum board	SF	\$0.85
Tape and finish gypsum board surfaces	SF	\$0.50
Provide textured finish on gypsum board with gypsum plaster/mud (knock-down with trowel)	SF	\$0.60
Tiles (per tile)	EA	\$13.00
<b><u>HANDRAILS</u></b>		
Replace handrail	LF	\$5.00
Replace handrail hanger	EA	\$5.00
Furnish and Install Handrails (5-1/4" PVC)	LF	\$12.00
Furnish and Install Handrail (5-1/4" PVC) Corners, Inside & Outside	EA	\$10.00
Furnish and Install Handrail (5-1/4" PVC) Returns, Left and Right	EA	\$10.00
Outside Hand Rail	EA	\$150.00
<b><u>STAIRS</u></b>		
Shim stair riser or tread	EA	\$25.00
Replace stair riser or tread	EA	\$50.00
<b><u>CABINETS, DOORS, DRAWERS, COUNTERTOPS</u></b>		
Refinish bookcases	SQ	\$25.00
Refinish kitchen cabinets	LF	\$15.00
Furnish and install cabinet doors	EA	\$50.00
Furnish and install cabinet drawers	EA	\$50.00
Countertop burn (hot plate)	EA	\$45.00
Replace kitchen and bathroom vanity countertops	LF	\$50.00
Refinish bathroom vanity	LF	\$25.00
Replace bathroom vanity (Indiana, Immel, Boquet)	EA	\$196.90
Replace bathroom vanity (New UEPH 1900 Area)	EA	\$175.00

<b><u>KITCHEN FAUCETS AND FIXTURES</u></b>		
Replace kitchen sink	EA	\$100.00
Replace kitchen sink garbage disposal	EA	\$150.00
Replace kitchen faucets	EA	\$75.00
Remove Exhaust Fan	EA	\$200.00
Glass top stove (New UEPH 1900 Area)	EA	\$400.00
Just stove top (New UEPH 1900 Area)	EA	\$450.00
Fine grit sand paper to clean corian sinks (New UEPH 1900 Area)	EA	\$60.00
<b><u>BATHROOM FAUCETS AND FIXTURES</u></b>		
Install GF-Soap Dish	EA	\$50.00
Mirror	EA	\$81.48
Replace medicine cabinets	EA	\$50.00
Repair Medicine Cabinet doors (New UEPH 1900 Area)	EA	\$50.00
Medicine cabinet mirror (New UEPH 1900 Area)	EA	\$100.00
Replace bathroom lavatory	EA	\$150.00
Replace lavatory faucets	EA	\$150.00
Remove & reinstall commode; includes replacing wax ring, supply line, shutoff valve & escutcheon	EA	\$100.00
Commode (New UEPH 1900 Area)	EA	\$85.00
Replace bathtub faucets	EA	\$150.00
Replace fiberglass tub wall kits	EA	\$400.00
Remove and replace existing bathtub	EA	\$400.00
<b><u>LIGHTS, SWITCHES, RECEPTACLES AND COVERS</u></b>		
Replace electrical switches and receptacles w/covers	EA	\$4.00
Replace electrical switch and receptacle covers only	EA	\$2.00
Back porch light	EA	\$69.25
<b><u>HEATING FIXTURES, DETECTORS, AND ALARMS</u></b>		
Thermostat	EA	\$74.06
Smoke Detector (Indiana, Immel, Boquet)	EA	\$35.00
Fire Alarm (Indiana, Immel, Boquet)	EA	\$19.00
Fire Alarm (New UEPH 1900 Area)	EA	\$137.41
<b><u>WINDOWS AND BLINDS</u></b>		
Replace broken widow glass	SF	\$15.00
Replace bedroom window (New UEPH 1900 Area)	EA	\$167.00
Provide & Install Window Blinds (Width 3' to 5')	LF	\$7.00
Provide & Install Window Blinds (Width greater than 5')	LF	\$9.00
<b><u>WALL AND CORNER GUARDS</u></b>		
Furnish & install corner guards (3" x 3" PVC)	LF	\$12.00
Furnish & install corner guards (3" x 3" stainless steel)	LF	\$20.00
Furnish & install polycarbonate corner guards (2 1/2" x 2 1/2" x .100")	LF	\$6.00
Furnish and Install Wall Guards (3" high PVC)	LF	\$8.00
Furnish and Install Wall Guard PVC Corners, Inside and Outside	EA	\$4.00
Furnish and Install Wall Guard PVC End Caps	EA	\$5.00
Furnish and Install wall Guards (7-3/4" High PVC)	LF	\$20.00
Furnish & Install Wall Guard (7-3/4" High PVC) Corners, Inside & Outside	EA	\$10.00
Furnish and Install Wall Guard (7-3/4" High PVC) End Caps	EA	\$7.00

<b><u>INSULATION AND SIDING</u></b>		
Provide R19 Batt Insulation	SF	\$20.00
Install Government Furnished Siding on Ground Level Floor	SF	\$48.00
Install Government Furnished Siding on Second Floor	SF	\$48.00
<b><u>HASPS, HINGES AND FIXTURES</u></b>		
Furnish and install hasp	EA	\$125.00
Furnish and install strap hinges	PAIR	\$100.00
Furnish and install butt hinges	PAIR	\$15.00
Furnish and install Type A - Type B fixture	EA	\$400.00
Furnish and install Type C - Type I fixture	EA	\$75.00
Furnish and install Type J - Type K fixture	EA	\$100.00
<b><u>Self Help items provided in lieu of Soldier's compliance</u></b>		
Aerator, 13/16, thread, spring flo, secauer #072256	EA	\$22.25
Bar, towel, 24' w/post, 3/4" chrome	EA	\$27.00
Basket, sink, 4 1/4"	EA	\$22.25
Block, splash, plastic, 11x36"	EA	\$24.99
Bumper, door, rubber	EA	\$21.10
Caulk, bathtub, door, corning	EA	\$22.75
Closer, door, hydraulic for hum doors only	EA	\$24.95
Cover, duplex receptacle, ivory	EA	\$21.24
Cover, double switch, ivory	EA	\$21.69
Cover, double switch, w/end duplex	EA	\$21.24
Cover, coax, ivory	EA	\$21.87
Cover, light	EA	\$30.07
Curtain, Shower, plastic, 36x72, white	EA	\$27.60
Curtain, Shower, plastic, 72x72	EA	\$29.34
Dish, soap w/slotted bottom for shower	EA	\$23.50
Flapper, rubber w/stainless steel chain	EA	\$22.95
Globe, bedroom, 12x12	EA	\$28.09
Globe, flat, 7 7/8x7 7/8, kitchen ceiling	EA	\$28.00
Globe, lamp, chimney, frosted	EA	\$30.75
Globe, 2-12	EA	\$22.65
Globe, 8" drum	EA	\$38.29
Globe, 8" oval, virder lighting G-452	EA	\$29.28
Globe, 10" drum, fixture #32172, Ace	EA	\$42.05
Globe, 6" vapor proof, frosted	EA	\$31.00
Globe, 6" vapor proof, 3" (V-51)	EA	\$28.15
Globe for terron fixture 20 w/flo	EA	\$31.25
Globe for 12-1/2x4	EA	\$30.00
Globe for 14x8	EA	\$35.25
Globe cover	EA	\$21.10
Grass seed, 1 lb bag	EA	\$22.38
Guard, plastic drum DCIRCMAR11	EA	\$44.00
Guard, splash, garbage disposal whirlaway	EA	\$22.95
Guide, closet door, 1/2" to 1 3/4" door	EA	\$23.59

Head, shower water saver	EA	\$23.90
Holder, toothbrush and tumbler	EA	\$24.10
Holder, toilet tissue, #874 nickel plated	EA	\$25.40
Hook, shower curtain	EA	\$22.39
Hose, dryer vent	EA	\$23.20
Insert, threshold, 36"	EA	\$23.90
Lamp, 40 watt, appliance	EA	\$21.51
Lamp, 10 watt	EA	\$23.55
Lamp, 50 par 36/2fl	EA	\$25.50
Lamp, fluorescent, 18", 15 watt	EA	\$26.63
Lamp, fluorescent, 24", 20 watt	EA	\$23.25
Lamp, fluorescent, 32", 25 watt	EA	\$24.30
Lamp, fluorescent, F22 T4-CW/28.63	EA	\$27.95
Lamp, fluorescent, EL/015W = 60 outdoor	EA	\$25.02
Lamp, fluorescent, EFT 28E 28W = 100 in door capsule	EA	\$31.00
Lamp,, fluorescent, TCP 19W = 60W capsule	EA	\$30.75
Lamp, fluorescent, ESBUB20 = 75W SW	EA	\$31.50
Lamp, fluorescent, PL-L 36W/841/4P	EA	\$28.99
Lamp, fluorescent, F40/30BX/SPX41	EA	\$27.20
Lamp, fluorescent, F39BX/SPX41	EA	\$28.95
Lamp, fluorescent, EL/DT 42W = 150W SW	EA	\$28.78
Lamp, fluorescent, F1858CW/K30	EA	\$27.60
Lamp, fluorescent, F18T8CW/24	EA	\$26.63
Lamp, fluorescent, F17T8/TL741	EA	\$24.25
Lamp, fluorescent, F48"/25W/UTSL-Elauator	EA	\$26.48
Lamp, fluorescent, F40 13LB/PRO	EA	\$32.00
Lamp, fluorescent, F42T12 HO	EA	\$32.25
Lamp, fluorescent, F60T12/CW/HO	EA	\$30.90
Lamp, fluorescent, F24T8/CW4	EA	\$29.32
Lamp, fluorescent, F30T8/CW	EA	\$27.55
Lamp, fluorescent, F8T5/CW	EA	\$22.20
Lamp, fluorescent, F15T8/CW	EA	\$24.49
Lamp, fluorescent, F13T5/CW	EA	\$26.87
Lamp, fluorescent, F15T12/CW	EA	\$23.95
Lamp, fluorescent, F25T8/SP35/ECO	EA	\$25.00
Lamp, fluorescent, F42T6/WW	EA	\$32.25
Lamp, fluorescent, F48T12/CW/HO	EA	\$24.50
Lamp, fluorescent, F54W/T5/835/ECO	EA	\$27.40
Lamp, fluorescent, F32T8/TL735	EA	\$22.69
Lamp, fluorescent, F96T8/TL741	EA	\$25.03
Lamp, fluorescent, F72T12/CW/HO	EA	\$24.47
Lamp, fluorescent, FB031/841	EA	\$28.67
Lamp, fluorescent, PL-S 5W/27/2P	EA	\$22.55
Lamp, fluorescent, PL-S 7W/27/2P	EA	\$23.48
Lamp, fluorescent, PL-S 9W/27/2P	EA	\$23.80

Lamp, fluorescent, PL-S 13W/841/2P	EA	\$25.75
Lamp, fluorescent, PL-C 13W/341/4P	EA	\$25.15
Lamp, fluorescent, PL-C 13W/824/2P	EA	\$23.10
Lamp, fluorescent, PL-C 18W/841/2P	EA	\$28.00
Lamp, fluorescent, PL-T 18W/35/4P	EA	\$27.71
Lamp, fluorescent, PL-C 26W/835/4P	EA	\$26.50
Lamp, fluorescent, PL-C 26W/41/4P	EA	\$27.88
Lamp, fluorescent, PL-T 32W/35/4P	EA	\$27.79
Lamp, fluorescent, CP 20W dimmable	EA	\$39.70
Lamp, fluorescent, 14W compact flu - 60W	EA	\$29.75
Lamp, IC12V/5W/G4	EA	\$22.00
Lamp, IC12V/50W/G4 6.35	EA	\$22.25
Lamp, incandexcent, 60 watt	EA	\$21.50
Lamp, incandescent, 75 watt	EA	\$21.44
Lamp, incandescent, 100 watt	EA	\$21.44
Lamp, circline flourescent, 6"	EA	\$23.28
Lamp, circline fluorescent, 8"	EA	\$27.95
Lamp, circline fluorescent, 12"	EA	\$25.80
Lamp, fluorescent, 2 prong (porch light)	EA	\$25.15
Lamp, fluorescent, 12"x1/2" dia, 2 pin on each end	EA	\$24.05
Lens, molded, lexar	EA	\$23.70
Lever, swiri for bulk tank 1/8"x9"	EA	\$23.08
Lever assembly, toilet 10-1/2"	EA	\$23.16
Pan, drip, small 6" elect	EA	\$22.75
Pan, drip, small 8" elect	EA	\$23.00
Pan, broiler	EA	\$39.50
Rack, oven	EA	\$51.00
Register, heat, floor, 2-1/4"x10"	EA	\$23.94
Register, heat, floor, 2-1/4"x12"	EA	\$24.35
Register, heat, floor, 4"x10"	EA	\$24.89
Register, heat, floor, 4"x12"	EA	\$25.53
Register, heat, floor, 4"x14"	EA	\$24.99
Register, heat, baseboard, 18"	EA	\$29.17
Register, heat, wall, 2x6	EA	\$24.46
Rod, closet, adjustable 48" to 72"	EA	\$24.50
Rod, closet, adjustable, 72" to 120"	EA	\$28.00
Rod, shower curtain	EA	\$23.29
Roller, toilet tissue #2	EA	\$22.04
Seat, toilet (direct exchange item)	EA	\$29.95
Shears, grass (loan)	EA	\$27.75
Shovel, snow (loan)	EA	\$38.04
Stop, door, ruber bumper, brass & bronze, 1-1/4 baseboard	EA	\$23.25
Tile, ceiling, 2'x2'x5/8"	EA	\$21.59
Tile, ceiling, 2'x4'x5/8"	EA	\$24.75
HP (for door stops)	EA	\$21.52

Weather stripping, 7/8"x17'	EA	\$22.92
Window Screen Fab, small	EA	\$35.00
Window Screen Fab, large	EA	\$37.00
Push Lawn Mower - 1 day loan only (unit will supply)	EA	\$321.00
Weedeater - 1 day loan only (unit will supply)	EA	\$221.00

**IN-PROCESSING ORIENTATION**

**WORK ORDERS** submit to bldg 470, rm 1218 or by phone at **573-596-0413** or 596-0973

**EMERGENCY ONLY AFTER 1600 AND WEEKENDS –** **596-0333**

**TRASH PICK UP** **Monday/Thursday**

**SELF HELP CLASS**  
**MANDATORY ATTENDANCE** Wednesday 0830-0930 bldg 2219 596-0691

**BARRACKS FURNITURE** bldg 470, rm 1216 596-0983

**TELEPHONE CONNECTION** requests contact:  
Century Link for New UEPH facilities (1900 area) 1-800-786-6272 or 1-800-788-3500  
American Warrior Network - Vincent Dawson (Indiana,Boquet,Immel Street) 1- 347-816-7535

**CABLE TELEVISION AND INTRANET SERVICE** is active in each assigned room.  
Occupants have **ONE MONTH OF FREE ACCESS** to these services. To continue service, uninterrupted, or add additional services contact installation cable television service provider at: 336-5284

**TRANSPORTATION** – *Inbound* bldg 470, rm 1205 596-0932  
*Outbound* bldg 470, rm 1219 596-0077

**POST OFFICE** bldg 498 329-5909  
It is the service members' responsibility to report lost keys to the post office, pay for re-keying of the mail box, and provide the receipt and replacement keys to the Barracks Management Office.

**LOCKOUT SERVICE**  
Weekdays – 0730 - 1630 bldg 470, rm 1218  
After duty hours: **Indiana Ave/Immel St/Boquet St/1900 area facilities** **MP DESK 596-6141**

*If your home is re-keyed your new keys will be available at our office during normal duty hours, after normal duty hours your new keys will be left at the front desk at lodging for your convenience.*

**LOST KEY CHARGE**  
Lost key charges will be based on the number of keys lost and facility you reside in.

**NO PETS** **NO OVERNIGHT GUESTS**

**YOU ARE RESPONSIBLE FOR YOUR ASSIGNED AREA, DO NOT MOVE WITHOUT AUTHORIZATION!!!**

**TERMINATING QUARTERS**  
*You are required to clear quarters for the following reasons:*  
**PCS, Deployment, ETS, and Marriage**  
*For PCS/Deployment/ETS you must clear your room prior to clearing the post. If you get married you have **two weeks** after your marriage date to come to Barracks Management Office bldg 470 rm 1218 to notify our office of your change in status.*

- ◆ SEE TRANSPORTATION FOR PICK UP OF HOUSEHOLD GOODS
- ◆ COME TO BARRACKS MANAGEMENT – BLDG 470, RM 1218 TO SCHEDULE TERMINATION INSPECTION APPOINTMENT **AT LEAST ONE WEEK** IN ADVANCE
- ◆ CLEARANCE PAPERS WILL BE SIGNED **AFTER** FINAL INSPECTION
- ◆ VACUUM CLEANERS, SHAMPOOERS AND BUFFERS ARE AVAILABLE FROM YOUR UNIT