

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 You Unit Barracks representative.
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.

