

# SELF HELP PROJECT / DPW SUPPORT

1. Occupant must attend the Self-Help class to draw supplies from the self-help store located in building 2219.
2. One of the major problems of complex living is repair / maintenance of the building. There are two methods of handling these problems, Self-Help projects and DPW support.
3. SELF-HELP PROJECTS. Self-Help projects are just that. If one of the below listed items is in need of repair, the occupants will fix it by:
  - a. Tightening / replacing loose door hinges.
  - b. Replacing defective door stops.
  - c. Removing protruding nails, screws, etc., from walls and woodwork.
  - d. Repairing and / or replacing window screens.
  - e. Replacing missing or damaged ceiling tiles.
  - f. Tightening all loose brackets, screws, nuts and bolts.
  - g. Replacing all light bulbs and fluorescent lamps. Replacing broken or missing light shades, deflectors and globes. Replacing bulbs in all emergency lights and exit lamps.
  - h. Replacing all broken or missing receptacle plates and switch covers.
  - i. Tightening all loose soap and toilet paper dispensers. Replacing all broken or missing ones. Tightening all loose towel bars and replacing all broken, bent or missing ones.
  - j. Checking and cleaning dryer lint screens and vent screens. Checking and tightening all dryer vent hoses and related connections.
  - k. Replacing or tightening water supply valve handles on sinks and tubs.
  - l. Recharging of discharged or low fire extinguishers. The occupant will deliver the extinguisher to the Lawn Mower Shop at the DOL Maintenance complex, building 1549, between the hours of 0630 – 1600, for refilling and return to its' assigned space in the quarters. POC telephone is 596-0006.

4. Check and repair all items listed in this section with the exception of those which are inaccessible. In those cases, request DPW support through the Barracks Management Maintenance Coordinator, 596-0413.
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 and internal tank parts.
  - l. Refrigerator racks and crisper drawers.
  - m. Stove drip pans and oven racks.