

DORMITORY UNACCOMPANIED HOUSING BROCHURE



***Incirlik Air Base
OCTOBER 2025***



Introduction

Welcome to Incirlik AB Dormitory Management (DH) We are pleased to have you with us and hope your stay is pleasant. It is impracticable to itemize every detail of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure you your relationship will be enhanced on all levels. Because our Unaccompanied Housing (UH) facilities represent a substantial investment by the Air Force, we must diligently work together to care for this campus. Please feel free to contact the UH office at DSN 676-3080 if you have any questions, or concerns (Monday-Friday 0730-1600).

Incirlik AB UH Management Team

Title/Area of Responsibility	Telephone Number	Office Location
Superintendent	676-6934	Bldg. 1080
NCOIC, Dorm Management	676-6925	Bldg. 1080
Airmen Dorm Leaders 880, 882, 885, 892, 894, 896,960, 962, 964	676-3080	Bldg. 1080

Useful Numbers

Agency	Telephone Number
Emergency Services	112
39 SFS Law Enforcement Desk	676-3200
Eagle Eyes	676-EYES (3937)
SARC Hotline	676-SARC (7272)
39 CES Service Call Desk	676-7008
39 MDG Appointment Line	676-6666

General Information

In-processing Inbound Personnel. Inbound personnel will in-process at the Dorm Management office, Bldg. 1080, within 24 hours of arrival between the hours of 0730-1600. An appointment for an initial room inspection will be scheduled within the first 10 days of having a room/unit assigned. The inspection windows are from 0800 – 1100 Monday - Friday. For any UH issues after duty hours contact the Base Command Post at 676-9920 and ask for Airmen Dorm Leader (ADL) stand-by personnel or contact us directly at +90 (549) 821 4136.

Dorm Request Form. Sponsors will submit a Dorm Room Request for sponsees as soon as the inbound member receives orders using the QR code below, link, or by stopping by Bldg. 1080 to fill out the request. Report personal information changes to the Dormitory Management Office (MHO) by calling 676-3080, including changes in arrival date, rank, name, duty and home telephone, squadron, office symbol, marital status, DEROS, etc.



<https://forms.osi.apps.mil/r/P2bVh0DGRV>

Dining Facility. The Sultan's Inn Dining Facility is located at Bldg. 965 on the corner of 5th and D streets. All dormitory residents receive meal deductions unless special approval is given by Unit Commanders. Please note the hours of operation:

Breakfast	0415 - 0815
Lunch	1100 - 1330
Dinner	1615 - 1945
Midnight Meal	2230 - 0100
Early Breakfast (*Sat/Sun Only*)	0100 - 0415

Room Inspections. IAW AFI 32-6000, *Housing Management*, Squadron commanders and first sergeants must implement the installation dorm inspection program at a minimum, semi-annually, to ensure residents comply with standards in private and common areas. In addition, ADL's must inspect 10 % of the dorm room inventory every month (see page 19, attachment 1 for inspection criteria).

Bottom line, keep your dorm room clean and in good order.

Furnishings. All UH residences (dormitories) are fully furnished. Government-provided furniture will not be removed from assigned quarters to accommodate privately owned furnishings; there are minor exceptions to this rule (i.e. Legitimate medical issues identified by a doctor). Residents should carefully consider this prior to shipment of personal property. Members must also be aware of their allotted shipment weight as codified on their orders and the Joint Federal Travel Regulation (JFTR). Excessive furnishings in UH rooms can be a fire hazard and may subject the member to additional storage or shipping costs. Alterations or modifications to government furniture are not authorized. Residents are subject to financial liability for any damage to the furnishings if deemed responsible.

See page 21, attachment 3 for Dorm Layouts.

Room Decorations. Wall displays or pictures are encouraged. Any holes or other damage to walls from posters/pictures must be repaired prior to out-processing the room. Pictures of any person that may be offensive to others are prohibited as determined by Unit Commanders and/or First Sergeants. Display of any pornographic material is unacceptable. Decorations that depict or show genitalia, breasts, sexual intercourse, or are sexist, racist, or profane in any way are unacceptable as room decoration. Substance abuse paraphernalia is also unacceptable and subject to confiscation. Additionally, items or pictures that degrade national or military leaders are unacceptable as decorations. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment. No items will be posted or attached on windows. No decorations are permitted within 18 inches of light fixtures or smoke alarms. Dartboards are authorized only if plastic tip darts/safety boards are used. No metal tipped darts are allowed in dormitory rooms.

Smoking. In accordance with AFI 40-102, para: 2.2.4.3., all tobacco use is prohibited within the dormitory campus. The only designated smoking area signs are posted at specific locations.

Vehicles. Vehicle repairs are not authorized in any UH area; vehicle work shall be done at the Auto Hobby Shop or appropriate facility designed for vehicle repairs. Additionally, car parts/accessories will not be stored inside residents' quarters. Non-operative, un-registered, improperly tagged, or unlicensed vehicles are not authorized in the dormitory parking lots and are subject to towing at the owner's expense. All vehicles must be registered at Incirlik Air Base. Parking is only permitted on paved surfaces specifically marked for parking. Do not park on the crosswalk, fire lane, or within 15 feet of fire hydrants. Motorcycles must be parked in parking areas and not under gazebos, dormitory staircases, bicycle sheds, or on sidewalks.

Bicycles. Bicycles may be kept in rooms only if they are clean and do not pose a fire safety egress/ingress hazard. In most cases, they should be locked up on the bicycle racks which are provided at each dormitory. Bicycles stored outside at bike racks must be marked with the owner's name, unit, and DEROS.

Dorm Management will coordinate with unit First Sergeants for removal of any unmarked or abandoned bikes.

Electric or gas scooters are authorized parking next to charging station as long as it does not obstruct walkways or entrances and meet safety distance.

Pets. Fish are the only pets allowed in the dormitories. Aquariums are limited to one 20-gallon aquarium (maximum size) per room and will be kept clean and free of odor. If a resident goes TDY or on leave, they must notify their First Sergeant regarding who will be caring for the fish in the resident's absence. Any violation of these guidelines will be referred to Unit Commanders and/or First Sergeants for action.

Unauthorized Items. Weapons, flares, fireworks, ammunition, or any type of explosive device are prohibited in Unaccompanied Housing and possession is punishable under Article 92, Uniform Code of Military Justice. Local laws and military instructions govern registration, possession, and storage of privately owned weapons.

No weapons of any type will be stored or displayed in the quarters. This includes bows and arrows, martial arts weapons, and knives with blades longer than three inches.

All types of guns designed to propel a projectile (BB, pellet, paint balls, bullet, etc.) whether by air, gas or other means are prohibited.

Items such as stun guns are also prohibited. First Sergeants have the right to determine weapons vs. decorative items on a case-by-case basis. Any resident requesting a waiver to store prohibited items may submit the written request to his/her First Sergeant and the Dorm Management superintendent for approval. The approved waiver will be filed in the Dormitory Manager's files, and a copy of the letter will be posted on the back of the resident's door.

Cleaning Equipment. Specialty cleaning equipment (e.g. steam cleaners, pressure washers) can be signed out from Unaccompanied Housing office at 676-3080, or your assigned Dorm Manager.

TLA Entitlements. Members arriving at Incirlik who are required to remain in billeting until their room is available are required to file for Temporary Lodging Assistance (TLA) every ten days. TLA is authorized for members when government quarters are not available upon in processing or when an outbound member has passed their final out inspection of their dorm. Inbound members are required to in-process dorm management office within 24 hours or risk forfeiting reimbursed lodging and meal expenses. At the end of each ten-day period, members must report to Dorm Management with a copy of the Hodja receipt. Members outbound are allowed up to 10 days max in the Hodja, but in order to avoid going over the mandated 10 days due to a rotator delay, medical holds, etc., the ADL staff will not allow members to check into the Hodja no earlier than 3 days prior to MPF final out date. If member elects to clear quarters prior to dorm final out inspection. It will be at the member's expense.

Insect/Pest Control. The best defense against insect infestation is a clean-living quarter. For insect issues not related to the cleanliness of your quarters, contact the Dorm Management team at 676-3080 or scan the emergency work order QR code (see page 20 attachment). Come in contact or see a stray animal? To stay safe and protect our team members, please call: 39 CES Pest Control (DSN 676-7008) and/or 39 SFS Base Defense Operations Center (BDOC – DSN 676-3200). Please do not feed the animals! When you call animals into pest control, we will ensure they get the care they need.

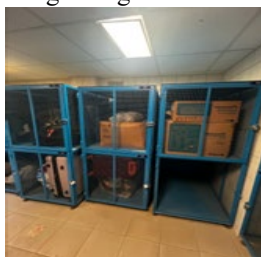
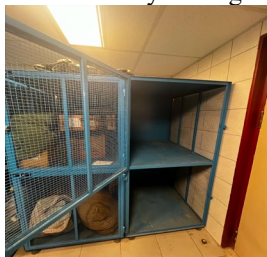
Telephone Installation. The dormitories are outfitted with internet, telephone and cable services provided by Base Fix.

Members will be able to sign up using the Base Fix memorandum given to the member upon room assignment.

AFN Direct-to Home Broadcast. Armed Forces Network (AFN) is provided free of charge and is continuously connected in all quarters. You can also download the AFN streaming app, “AFN Now.” The app is free and easy to use. Get access to your favorite programs on your smart devices 24-seven! Get it at your Google or Apple app store today! AFN Now is free and compatible with Apple and Android smartphones. For more information, contact AFN Incirlik at 676-6491 or visit Bldg. 900.



Personal Storage. All dormitory rooms are assigned a blue storage locker (H:33 x W:28.5 x L:38 inches) located in each dormitory’s personal storage room. Members may utilize these lockers to store personal effects (not government provided furnishings). Members are responsible for providing their own locks and ensuring their storage containers are clearly marked using name tags like those posted outside the member’s dorm room. Nothing may be stored on the top of the storage lockers. Items left on the top of lockers will be disposed of. Flammable and hazardous materials are not permitted in personal storage containers. Contact your ADL or Dorm Mayor to get access to your building storage area.



Electrical Outlets. Electrical sockets in dormitories are dual optioned for 110v or 220v (outlets). In Turkey, there are standard European electrical sockets (see photos below). If your appliances' plug does not match the shape of these sockets, you will need an adapter in order to plug in. Adapters simply change the shape of your appliances' plug to match whatever type of socket you need to plug into.



The shape of the socket is only half the story! Electrical sockets in Turkey typically supply electricity at between 220 and 240 volts AC. If you are plugging in an appliance that was built for 220-240 volt electrical input, or an appliance that is compatible with multiple voltages, then an adapter is all you need.

Adapters *do not change the voltage*; the electricity coming through the adapter will still be the same 220-240 volts the socket is supplying. North American sockets supply electricity at between 110 and 120 volts, far lower than in most of the rest of the world. Check the voltage range for everything prior to plugging it in to avoid damaging your electrical devices.

Mold Control. The climate at Incirlik is ideal for the growth of mold. Residents can help minimize mold growth in their dorms by taking the following actions:

1. If going on leave for more than 72 hours, dorm residents need a POA to watch over their room and at a minimum do a welfare check once every 3 days, reporting any leaks, insect infestation, mold growth, etc. Empty dehumidifiers as needed to combat mold/mildew growth. Report to ADL office, Bldg. 1080 to fill out Leave MFR.
2. Open windows. Proper ventilation is essential. Open windows, run a fan to circulate fresh air throughout your home.

3. In damp or rainy weather conditions, keep windows and doors closed. If water does enter a dorm room as a result of inclement weather, remove it immediately.
4. Each room is issued a dehumidifier, ensure this remains on and emptied when full.
5. Clean and dust your room on a regular basis. Regular vacuuming, mopping and use of environmentally safe household cleaners are important to remove household dirt and debris that contribute to mold growth.
6. Periodically clean and dry the tile, fiberglass surfaces and floors around the sink, bathtub, shower, toilets, windows and doors using a common household disinfecting cleaner.
7. Do not use excessive amounts of water to clean interior floor tile in your room.
8. On a regular basis, wipe down and dry areas where moisture sometimes accumulates, such as countertops, windows and windowsills.
9. Use the bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
10. Thoroughly dry any spills on carpeting.
11. Do not overfill closets or storage areas. Ventilation is important in these spaces.
12. Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
13. Immediately report to Dorm Management any evidence of a water leak or excessive moisture in your room. (Scan below for emergency work order QR code or call 676-3080)
14. Immediately report to Dorm Management any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area.

Also report any area of mold that reappears despite regular cleaning. (Scan below for emergency work order QR code or call 676-3080)

15. Immediately report to Dorm Management any failure or malfunction with your heating, ventilation, or air-conditioning. Do not block or cover any of the heating, ventilation or air-conditioning ducts in your room. (Scan below for emergency work order QR code or call 676-3080)
16. Immediately report to Dorm Management about any inoperable windows or doors. Open exterior window coverings daily to allow sunshine to enter your room to eliminate cave like effects. (Scan below for emergency work order QR code or call 676-3080)



Emergency Work Order QR code

Air Force Responsibilities

Services. In support of Incirlik's government-owned UH facilities, dorm management ensures maintenance & repair, refuse collection and disposal, basic pest control, fire and police protection, and grounds maintenance for common areas.

Initial Inspection. The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally scheduled at the time of assignment.

Maintenance and Repair (M&R). The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs to your quarters, please call the Dorm Management office at 676-3080 or scan work order request QR code below.

Service Response. There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

- a. **Emergency:** Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning). **Response time: 30 minutes.**
- b. **Urgent:** Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents. **Response time: 5 Duty Days.**
- c. **Routine:** Work of a routine nature that does not meet the criteria of emergency or urgent. **Response time: 30 Days.**



Emergency Work Order



Urgent/Routine Work Order

Refuse Collection and Disposal. Place your room trash and garbage in the dumpsters provided. Garbage cans are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells.

Lockouts. Call Dorm Management at 676-3080. After hours call the ADL stand by phone at +90 (549) 821 4136.

Exterior Building and Grounds Care. As a dorm resident, you are responsible for keeping the inside of your quarters clean as well as the exterior area immediately within 10 feet of your entry door.

This may require sweeping or vacuuming the walkway around your quarters. Residents are responsible for keeping the grounds around your facility clean.

Appliances. The 39th Civil Engineer Squadron replaces and services installed ranges, refrigerators and microwaves located in dorms and common areas. Appliances are assigned by serial number and recorded on AF Form 228. Notify the Dorm Management team when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

Laundry Facility (Washer and Dryer). All dorm facilities have laundry facilities available for use by the residents. Appliances must be cleaned after each use, to include removing, cleaning and replacing the lint filters. Notify the Dorm Management team if repairs to laundry equipment are required.

Name Plates/Signs. Room numbers and names tags with name, rank, unit, duty phone, DEROS and shift are the only authorized items to be mounted on the door or to the side of the door. Special exceptions to this policy can be approved through the Dorm Management office for holidays and or events. Residents' name and rank should be updated to reflect the most current status. Residents should coordinate with the dorm management office to obtain a new sign when needed. Pen and ink or 'homemade' signs are not acceptable. Shift workers who are resting and don't wish to be disturbed may insert in their name sign "Shift Worker, Do Not Disturb."

Resident Responsibilities

Social Visits. See INCIRLIKAB32-6006, Unaccompanied Housing instruction for guidance.

Leave or Extended TDY to include Deployments. You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the Dorm Management office in writing of your intended absence and the name of the person you designate to care for your room. If you choose, you can request your Dorm Manager to check on your quarters. Do not turn off your HVAC system during your absence. Members will be responsible for any mold damage in rooms left unattended for more than 3 days.

Maintenance & Repair. To request repairs to your quarters, please call Dorm Management at 676-3080 during normal duty hours or ADL stand-by at +90 (549) 821 4136.

Damages. You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH Manager can fully explain your options to repair or replace damaged items and the method of payment.

Fire Protection

Fire Evacuation Plan. A dormitory fire evacuation plan has been prepared for your residence, showing both primary and alternate routes of escape in the event of a fire. Egress plans are posted on the first-floor dormitory bulletin board of each dormitory. Know the plan and practice the escape route.

Fire Extinguishers. Fire extinguishers are located throughout the dormitory and are provided for firefighting purposes only. Negligent discharge of fire extinguishers will be passed to law enforcement personnel to be investigated and prosecuted. If you notice a fire extinguisher is over or undercharged, or has been discharged or damaged, please report it to dorm management office immediately.

Tampering with Firefighting Equipment. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under Uniform Code of Military Justice. Residents shall not disable the self-closing devices on interior doors or tinker with the fire alarm/smoke detectors.

Flammable Storage. Storage of flammable or explosive materials is prohibited. Prohibited flammables include gasoline, kerosene, candles (with wick showing they have been burned), incense or any other open flame. The only flammable liquids allowed in UH are for cigarette lighter refilling or cosmetics (e.g. nail polish, nail polish remover, cologne). All other flammable materials, including charcoal and lighter fluid, must be stored outside the dormitory in the yellow, flammable storage locker.

Barbeque Grills. Personal grills are prohibited for use around the dormitories; you may store your grill in your quarters for personal outings. Barbeque grills may not be used as fire pits.

Space Heaters. Space heaters are authorized if the space heater has a tip over switch. If it does not have the tip over switch, then it is not authorized because it may cause a fire if it tips over and does not turn off.

Cooking. Personal hot plates, toaster ovens and convection ovens are NOT permitted for use in your quarters (microwave ovens are permitted). Cooking is permitted in government-provided kitchens only. When cooking, never leave the kitchen unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. **NEVER ATTEMPT TO USE WATER TO PUT OUT A GREASE FIRE AND DO NOT MOVE THE PAN.** Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Housekeeping. Do not allow food particles to accumulate on countertops, trash cans or other surfaces of your living space. Keep closets and storage areas free of trash and unplug heat-producing devices when not in use. Furnishings shall be arranged so as not to obstruct or impede opening of doors leading from rooms to exit access or exit doors.

Extension Cords. Extension cords must be of continuous length without splices and must be (Universal Laboratories) UL approved. Extension cords present a tripping hazard and shall be positioned in a manner that will not pose a threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors, or ceilings. Extension cords will not be used in place of fixed wiring. A multiple surge protector, like the type used for computer equipment, is authorized if it is UL approved.

Please contact the Incirlik AB Fire Department at 676-6974 with any additional questions related to fire prevention.

NOTE: FIRE REPORTING

- *In case of a fire in your room or UH facility, immediately notify the base fire department by dialing 112*
- *Give the fire alarm operator your name, dorm number and street*
- *Do not hang up until you are sure the information has been received correctly*

REPORT ALL FIRES, REGARDLESS OF SIZE

Security

Security Forces. When notified, 39th Security Forces will investigate incidents under their jurisdiction. Residents should direct inquiries concerning law enforcement to security forces at 676-3200.

Eagle Eyes. Report any suspicious behavior by calling the Eagle Eyes hotline at 676-EYES / 676-3937.

Dorm Mayor

Dorm Mayor is a voluntary position and appointed by the individual First Sergeants held in the dormitory to assist with after duty situations to include: lockouts, loud music and disruption within the dormitory.

Dorm Mayors may have master keys of the dorms, which residents may call upon for lockouts. These master keys are the sole responsibility of the Dorm Mayor and must not be “loaned” to residents.

When requested to assist with lockouts, the Dorm Mayor will accompany the residents to their room and unlock the door. If a master key is lost or stolen, Dorm Mayors must report this to Dorm Management immediately.

Good Neighbors

Noise Control. Quiet hours in UH are 24 hours a day due to shift workers. If stereo or other noise can be heard outside the quarters or through the walls, it’s too loud.

Violation of this policy will be referred to Unit Commanders and/or First Sergeant for action. Disorderly conduct may also be referred to 39 SFS for response.

Social Gatherings. Parties and other social gatherings are permitted; however, residents must also take into consideration that their neighbors may be asleep. Residents must clean up after themselves and empty all common area garbage receptacles. If dayroom furniture is rearranged, it must be put back to its original location upon termination of the party or gathering. Residents may NOT remove dayroom furniture from the dayrooms. Noise must be kept to a level that will not disturb other residents.

Climate Conditions

Incirlik has a typical Mediterranean climate. Winters are warm, and summers are hot and dry. The highest recorded temperature was on the 8th of July, 1978 reaching 44.0 °C (111.2 °F). The lowest recorded temperature was on the 30th of January, 1980 reaching a cold -4.2 °C (24.4 °F). Needless to say, drink plenty of fluids in the summer and pay close attention to command post heat warnings.

Community Residential Activities

Dormitory Council. Incirlik's Dorm Council meets monthly as a forum to facilitate dialogue between the 39th ABW Command Chief, Unaccompanied Housing Management, unit First Sergeants, and Dormitory Mayors.

Dormitory & Room of the Quarter. The 39th ABW Command Chief will perform dormitory and room of the quarter inspections quarterly. Each dormitory and room is presented to the Command Chief by the respective First Sergeant in inspection order. The Command Chief awards dormitory and room of the quarter based on the unit and member which displays the highest degree of neatness, cleanliness, serviceability and unit cohesion. Locally developed checklists and scoring factors are used. The winning unit may receive Quality of Life improvements.

Self-Help Projects.

An integral part of making dormitories more pleasant is self-help. Unit Commanders are given wide latitude in creating and completing self-help projects to enhance dormitory life. In fact, many projects require self-help efforts due to shortage of operation and maintenance, and contract funds. Prime areas of self-help projects include dayrooms, murals, laundry rooms, vending areas, game rooms, and common areas. Care must be exercised to ensure all self-help projects adhere to Incirlik AB policies and are in good taste.

All self-help projects require completion of an AF Form 332, Base Civil Engineer Work Request, coordination with 39 CES/CEI, and other agencies as necessary, and proper approval as determined by the 39 CES/CC. No work will be accomplished until this form has been completed, properly coordinated and approved.

Painting of walls with other than approved colors requires an approved AF Form 332 and coordination with 39 CES/CEI prior to start of work.

Approved colors are Magnolia and only Light Neutral Colors. A copy of the approval must be maintained on file with 39 CES/CEI. Government furnished paint is available in a few approved colors.

The room must be returned to its original color and condition before terminating the room. Do not paint items not meant to be painted such as tree trunks, rocks, or curbs, light switches, wall outlets, cabinets, moldings, and all furnishings.

Self-Help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, areas must be restored to their original configuration.

Alcohol. Refer to INCIRLIKAB32-6006, Unaccompanied Housing instruction.

Termination of UH

Giving Notice. Orders are not required to set up termination inspections. The UH Management Office requires 30 days' notice of termination (exceptions provided for short-notice PCS). Call or visit the UH Management Section for departure arrangements. If you notify your UH Manager promptly, they can schedule your pre-final and final inspections at your convenience.

Cleanliness Standards. Cleanliness of the residents' quarters must adhere to final inspection checklist provided by the UH Manager at the pre-final inspection.

Pre-final Inspection. This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides Dorm Management an opportunity to answer any questions you may have. During the inspection, the Airmen Dorm Leader will identify normal maintenance items and any damages beyond normal wear and tear. The UH Manager will provide a cleaning checklist and can discuss any specific cleaning requirements for your quarters.

Final Inspection. The final inspection is intended to verify the cleanliness of your assigned quarters and ensure there are no outstanding maintenance items beyond normal wear and tear.

If you fail your final inspection, you must accomplish any remedial work and schedule a re-inspection as soon as possible. Failure to properly out-process your assigned quarters could delay your PCS departure. Members outbound are allowed up to 10 days max in the Hodja, but in order to avoid going over the mandated 10 days due to a rotator delay, medical holds, etc., the UH staff will not allow members to check into the Hodja no earlier than 7 days from their departure date. For more information contact your Dorm Manager.

Issued Linens. Each resident will be issued linens upon arrival: mattress cover, comforter, sheets, pillow/pillowcase. These are initial issue and DO NOT need to be returned upon departure.



Attachment 1

39 ABW Dormitory Inspection Checklist				
		Room Inspection		
Dorm:	Room:	Inspected By:	Date inspected:	
General			Pass	Fail
Cleaning Standards: Neat, uncluttered, no foul smell, walls undamaged. Free from mold, mildew, stains, soap scum, sticky residue. Floor/ground surfaces must be clean/free from stains as required. Appliances must be free of food particles, grease, and mildew to include the interior, exterior, top, and bottom.				
Is the room secured? (Windows/door must be secure!) Automatic Fail!				
Is the room free of safety and fire hazards? (Burnt candles, incense trays, hot plates, fire alarm unobstructed, personal appliances unplugged, automotive parts, etc.) Automatic Fail!				
Does the occupant have a serviceable name tag? (Occupant must have name, rank, duty phone and shift)				
Are the HVAC vents clean and free of dust?				
General room appearance (Neat, uncluttered, no foul smell, walls undamaged, etc.)				
Main Living Area:			Pass	Fail
Are doors, interior/exterior clean?				
Is the room free of trash/health hazards?				
Laundry/clothing put away or in hamper?				
Is the ceiling fan and blades free of dust?				
Are pictures and posters in good taste?				
Is the furniture clean? (any broken furniture must be reported to ADLs)				
Are carpets, floors, baseboards vacuumed and free of debris?				
Is the sink, mirror, & medicine cabinet clean and orderly?				
Is the window, window ledges, and blinds clean?				
Kitchen/Kitchenette:			Pass	Fail
Is the interior and exterior of the appliances clean?				
Is the refrigerator free of spoiled food?				
Is the countertop and sink clean?				
Latrine:			Pass	Fail
Is the bathroom floor clean?				
Is the shower/shower curtain and sink clean? (Free of mold/soap scum)				
Is the toilet clean? (interior and exterior)				
Miscellaneous Items			Pass	Fail
Electrical Safety: Check to ensure that there is no excessive use of extension cords, no more than 2 power strips in use, no power strips are plugged into each other, and no modifications have been done to wiring; that multi-outlet devices are in use and that power strips have breakers. Heater is allowed in the room (must be issued by ADL office).				
* Check to ensure that base policies are being followed regarding to storage of bicycles, use of parking lots, use of storage facilities.				
Outstanding: 0 – 1 Failures		Satisfactory: 2 – 4 Failures	Unsatisfactory: 5+ Failures	
Overall rating =	Outstanding ☐	Satisfactory ☐	Unsatisfactory ☐	
Comments:				

Attachment 1

Common Areas & Exterior Inspection		
Area/Floor:		
Exterior:	YES/NO	COMMENTS
Unprofessional/inappropriate documents/logbooks, written materials & images		
Grounds: Trash and debris in a 100-yard radius		
Dorm Parking Lot Area (North & South): Trash and debris		
Dumpster Containment Areas: Trash outside dumpster		
Exterior Stairwells: Trash & debris		
Exterior Corridors: Trash & debris		
Exterior Sidewalks: Trash & debris		
Trash Receptacles: Empty receptacles to include gazebos		
Gazebos/BBQ/Overhang Area: Trash and debris		
Bike Storage Areas: Trash & debris		
Laundry Rooms:	YES/NO	COMMENTS
Unprofessional/inappropriate documents/logbooks, written materials & images		
Washers: Clean & operational (annotate any issues in the comments block)		
Dryers: Remove lint from lint traps, clean & operational (annotate any issues in the comments block)		
Floors: Sweep and mop		
Sinks: Clean		
Windows: Clean interior and exterior		
Shelves and Exposed Pipes: Dust and clean		
Day Rooms:	YES/NO	COMMENTS
Unprofessional/inappropriate documents/logbooks, written materials & images		
Trash and debris		
Phones: Check for serviceability. (annotate any issues in the comments block)		
Windows: Clean interior and exterior		
Walls: Clean		
Furniture: Clean, dust, & straighten		
Floors: Sweep and mop or vacuum		
TV: Clean/dust		
Wall Art: Dust and clean		
Interior Light Fixtures: Clean, & operational (annotate any issues in the comments block)		
Kitchen:	YES/NO	COMMENTS
Unprofessional/inappropriate documents/logbooks, written materials & images		
Appliances: Clean & operational		
Microwave: Clean & operational (annotate any issues in the comments block)		
Oven/Stove: Clean & operational (annotate any issues in the comments block)		
Sinks: Clean		
Countertops & Cabinets: Clean		
Windows: Clean interior and exterior		
Refrigerators: Clean interior and exterior		
Interior Light Fixtures: Clean, & operational (annotate any issues in the comments block)		
Floors: Sweep and mop		

How To Submit Work Orders

Your ADL team is the POC for all Emergency and Routine maintenance requests within your room!

What is my Responsibility?

- 1.) It is your responsibility to contact the ADL team in a timely manner when maintenance issues are present in your room.
- 2.) Use the Routine QR code to submit Routine maintenance issues to the ADL e-mail org box.
- 3.) Emergency Maintenance Requests must be called in to the ADL ASAP. Use the Emergency Work Order QR Code to call on WhatsApp or use a dayroom phone to call 676-HELP (4357).

What constitutes an Emergency?

- Plumbing
 - Toilet Not Flushing
 - Water Leaks
 - Shower Not Working
 - No Hot Water
 - Clogged Sink
- Electrical
 - No Lights
 - Outlets Not Working
- Security
 - Window or Door Not Securing

What is Routine?

- Furniture Repair/Replacement
- Appliance Repair/Replacement
 - Microwave
 - Refrigerator
 - Washers/Dryers
- Non-Urgent Room Repairs
 - Touch-Up Paint

Emergency Work Order QR Code



Routine Work Order QR Code



ADL Contact Info:

DSN During Duty Hours: (Mon-Fri 0730-1600): 676-3080

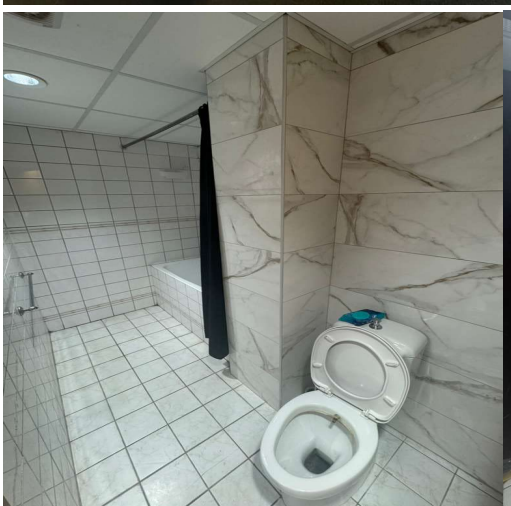
After Hours Emergencies: WhatsApp (Text or Call): +90-549-821-4136

DORM ROOM LAYOUTS VARY IN SIZE

1. Bldg. 892 example: approx. L: 20 Feet x W: 13 Feet
Private bathroom.



2. Bldg. 962 example: approx. L: 14 Feet x W: 13 feet
Shares bathroom with suite mate.



3. Bldg. 885 example: approx. L: 13 Feet x W: 13 feet
Shares bathroom with suite mate.

