

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY GARRISON
FORT SILL, OKLAHOMA 73503-5000

Fort Sill Regulation
No. 210-9

10 March 2008

Installation
CENTRALIZED BARRACKS MANAGEMENT

Supplementation of this regulation is authorized; however, supplement must be approved by the Garrison Commander and the Special Court Martial Authority.

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1. PURPOSE. The purpose of this regulation is to [improve quality of life for single Soldiers through Centralized Barracks Management \(CBM\)](#).

a. This document does not relieve commanders of their responsibilities to provide for the health, morale, welfare, discipline, and training of every Soldier entrusted to their commands.

b. Fort Sill is committed to treating all Soldiers with dignity and respect to which every Soldier is entitled. The objective of [CBM](#) is to treat our Soldiers as mature men and women who have made a voluntary commitment to the Army and the nation.

2. SCOPE. This regulation applies to all [Fort Sill](#) barracks facilities [except initial entry training Soldier barracks](#).

*This regulation supersedes USAFACFS Regulation 210-9, [11 October 2000](#).

3. REFERENCES.

- a. AR 190-51, Security of Unclassified Army Property.
- b. AR 210-50, Housing Management.
- c. AR 600-63, Army Health Program.
- d. USAFACFS Reg 190-5, Installation Physical Security and Crime Prevention.

4. ENFORCEMENT. Violations [described in](#) portions of this regulation may be punishable under Article 92, UCMJ.

5. CONCEPT. [CBM is the Department of the Army's program that transfers the responsibility of the day-to-day operations of the barracks from the assigned units to the Single Soldier Quarters staff. It frees Army leadership from the daily duties of managing the barracks and allows them to concentrate more on their mission. CBM will standardize the management of the barracks Army wide. CBM operation and team duties include: assignment/termination of rooms, key management, collecting for damages beyond nonfair wear and tear and increasing accountability, reporting occupancy rates/barracks utilization reports, and identifying, tracking, and ordering requirements for maintenance for between-occupancy. The CBM goal is to improve the quality of life for single Soldiers, improve barracks utilization rate, reduce the number of Soldiers needlessly collecting Basic Allowance for Housing, manage vacant barracks spaces during deployments, and holding individual Soldiers accountable for damages.](#)

a. Commanders [are](#) responsible to ensure high standards of readiness, accountability, and cleanliness is maintained in the single Soldier rooms, common areas, building grounds, and work areas by conducting regular checks of individual rooms and common areas. They will conduct periodic scheduled and unannounced health and welfare inspections of their Soldier's quarters and facilities. Commanders will ensure that all members of the command adhere to the standards prescribed herein. It is the responsibility of each commander to ensure that our Soldiers understand the importance of providing optimum care and security for the barracks. To assist in this process the commanders will establish a written policy that clearly defines resident responsibilities in the room, in common areas, and building grounds. Commanders also are responsible for the accountability and maintenance of all common use dayrooms and furnishings. Nothing in this regulation is intended to limit the inherent authority of a commander. Commanders continue to maintain their authority to issue orders and restrictions necessary to maintain good order and discipline to protect the safety, welfare, and security of their Soldiers.

b. Soldiers are expected to read and comply with this regulation and individual unit SOPs; perform all duties as directed in a timely manner; respect and maintain all areas IAW standards; ensure that all personnel and military property are properly secured;

and perform additional common area maintenance tasks as assigned by their chain of command.

6. GENERAL POLICY.

a. Visitation. With limited restrictions, Soldiers residing in [Single Soldier Quarters \(SSQ\)](#) may have visitors of either sex. When more than one Soldier resides in the room, they must jointly agree to visitation prior to the visit. The rights of privacy take precedence over visitation and all Soldiers in barracks must be afforded private time during each day when no visitors are present. The following restrictions apply:

(1) [Visitation hours](#) are--

(a) [Monday thru Thursday](#): 1700-2400.

(b) [Friday](#): 1700-0200.

(c) [Saturday](#): 1000-0200.

(d) [Sunday](#): 1000-2400.

(2) A legal parent or guardian must accompany any nonmilitary visitor under the age of 18 and not a member of the Soldier's immediate family (brother, sister, or spouse).

(3) Soldiers are responsible for their visitors' actions in [SSQ](#). Soldiers will ensure visitors sign in/out at the [Staff Duty/CQ](#) desk.

(4) Cohabitation is strictly prohibited. Cohabitation means that visitors may not take up even short-term residence in the barracks. [Children are NOT allowed in the barracks.](#)

(5) Accompany all visitors at all times.

(6) A visitor is defined as any military/nonmilitary person.

b. [Barracks Room Assignment.](#)

(1) [Assignment.](#) The CBM staff will assign Soldiers within their brigade footprint. Soldier is briefed on current policies and procedures, issued the move-in inspection sheet, assignment orders, furnishings hand receipt, and a magnetic key card. The key card is programmed for a period of 3 work days allowing sufficient time for the Soldier to complete the room inspection and inventory the room property, sign and return the documents to SSQ. When the documents are returned, the CBM staff will reprogram the room key card to expire in 1 year.

(2) **Electronic Key Cards.** Soldiers who leave their key card in their room, lose, or damage their key after duty hours must follow the guidelines as outlined below in order to gain entrance to their room:

(a) Call their Staff Duty, first sergeant (1SG), or command sergeant major (CSM). All CSM's are issued a master key to their buildings and may wish to delegate the master key to the 1SG or Staff Duty personnel to assist Soldiers entry to their room.

(b) Contact the Military Police (MP) desk to gain access to their room. If the MP desk is contacted to gain access to the room, a member of the Soldier's command must be present prior to the MP opening the room. This measure is designed to ensure that the Soldier requesting entry is the assigned occupant of that room. Commands may elect to utilize the unit CQ for this purpose.

(3) **Staff Sergeants and above or geographical bachelors will not be housed in SSQ without a request for an exception to policy.** Senior enlisted quarters or private rental housing is available to satisfy the housing of bona fide senior noncommissioned officers, and private rental housing is available for geographical Soldiers. Soldier married to another Soldier, who are both serving on separate tours are eligible to reside in on-post barrack facilities. Treat them as bona fide bachelors for housing assignment purposes.

(4) Assign not more than one sergeant (SGT/E-5) per room.

(5) Assign not more than two specialist and below per room.

(6) If possible, provide a separate personal storage area for Soldiers to keep items not regularly needed out of SSQ rooms. Commanders can and should inspect these storage areas as part of health and welfare inspections, just as commanders can inspect any other part of the SSQ.

c. Room Standards.

(1) **Decorations.** Decorations will not be offensive. No pictures of scantily clothed persons, either male or female. No picture/poster will reveal pubic hair or body parts. Pornographic as well as any other material concerning this matter is unacceptable. No pictures that depict or show the act of sexual intercourse or profanity in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decoration. In cases where there are two Soldiers in a room, both roommates must agree on the décor. Commanders can and should, however, order removal of items prejudicial to good order and discipline, such as items associated with extremist organizations.

(2) **Alterations/Additions.** No permanent alterations or additions are allowed in the SSQ. Soldiers will pay for damages and may also be subject to UCMJ action.

(3) Food/Trash. Store open food items in airtight containers or in the refrigerators provided in each **SSQ room**. Empty trash cans in rooms and clean them periodically to ensure good sanitation is maintained at all times. Do not throw sweat soaked PT clothes on the furniture provided or hang from exterior banisters. Soldiers must place their room trash and garbage in the dumpsters provided. Take personal dayroom garbage to the dumpster or throw out with room trash. Soldiers must not place trash on balconies or stairwells.

(4) Bedding. Soldiers are required to use bed linen. Soldier may use personally-owned civilian bed linen but must keep it clean and in good repair.

(5) Pets. The only pets allowed in the **SSQ** are fish. Limit aquariums to a 35-gallon aquarium per person in double occupancy rooms and up to three aquariums in a single room. The occupant is liable for damage caused to the facility by their pet(s). Exotic pets, such as snakes, lizards, alligators, wild cats, skunks, monkeys, and so forth, are prohibited. No farm animals, wild animals, or wild fowl are permitted. The cleaning of deer or any animal is prohibited.

(6) Prohibited Items. The following are prohibited in **SSQ** rooms:

(a) Barbecue grills. Barbecue grills **may be** used at pavilions (75 feet) from the **SSQs** **and** are the responsibility of the owner for any repairs and cleanups.

(b) Storage of flammables is prohibited. Prohibited flammables include: **Sterno fuel**, gasoline, kerosene, candles (with wicks showing having been burnt), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetic (nail polish or polish remover). Store all others, including charcoal lighter fluid, outside the premises.

(c) Hot plates or toaster ovens.

(d) Smoking in bed.

(e) **Bicycles**.

(f) Ammunition, firearms, destructive devices, and other similar prohibited property as defined in USAFACFS Regulation 190-1, Installation Physical Security and Crime Prevention, **appendix B**.

(g) Live Christmas trees over 2 feet tall and lighted Christmas trees.

(h) Multiple outlet extension cords. (Power strips with an overload protective device not exceeding 15 amps may be used.) Extension cords must be of continuous length without splices and must have the UL seal of approval. Extension cords represent a tripping hazard. Soldiers must position all cords in a manner that will not pose this threat. Do not secure them to walls, placed under floor coverings, or through holes in

wall/floors or ceilings. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

(i) Automotive rebuilding parts, [tires](#), and auto batteries.

(j) Overnight guests.

(k) Gambling.

(l) Space heaters of any type are **prohibited**.

(m) Waterbeds.

(n) Under-aged drinking. Soldiers 21 or over may have alcohol in their room. Soldiers under 21 cannot drink. No exceptions, it's the law.

(o) Residents climbing on top of SSQ buildings.

(p) Halogen lamps.

(q) [Satellite Dishes](#).

(r) [Personal window air conditioner units](#).

(s) [Cables running between rooms](#).

(7) [The SSQ](#) will be maintained within Army standards as outlined in AR 210-50. The unit commanders, first sergeants, platoon sergeants, first line supervisors, and designated personnel will inspect government quarters to evaluate living conditions. Commanders and first sergeants have the authority to conduct no-notice inspections. The first sergeant and supporting NCO leadership should inspect, when deemed necessary by the commander, for health, safety, morale, and general cleanliness. Do not conduct TA50 layout inspections in the barracks or [Single Soldier Quarters](#).

Commanders are responsible for [the maintenance of the inside and outside of the buildings](#).

(8) Furniture.

(a) Personal Furnishings. Personal furnishings should be in good and safe condition, and they must present a neat and acceptable appearance. [In double occupancy rooms, personal furniture must NOT extend or block any part of the other side of the room that is not assigned](#). Personal furniture within the assigned room/space should not interfere with passage in the rooms for fire fighting capabilities.

(b) [Government-Owned Furnishings Provided in the SSQ](#). [Government furniture will NOT be removed to make room for personal furniture](#).

- [Single bed and mattress](#)
- Desk chair
- Night stand [and lamp](#)
- Mini blinds for individual window
- [Microwave and refrigerator](#)

(c) Dayroom Furniture. Residents are not allowed to remove any furniture from the dayrooms. If any dayroom furniture is damaged, dayrooms [will be locked down](#) pending investigations or repair. If Soldiers see any misuse of government furniture, they [must](#) notify their command or the [CBM staff](#) immediately.

(9) Double Occupancy. Soldiers currently housed in a double occupancy room must keep one closet and one wall unit empty. The extra bed must remain free and clear of all personal equipment, clothes, etc., because the room must be available immediately [for a newly assigned Soldier](#).

(10) Security. Residents are required to ensure high cost items are securely stored when occupants are absent from the room. The Army will not pay claims on stolen items that are not secured. Residents must ensure windows and rooms are locked when unoccupied.

(11) Room Exteriors. Room numbers, nameplates, and approved message plates will be the only things mounted on your door. Update nameplates to reflect the most current status. Residents must not tape or affix PCS or separation orders to door surfaces. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on the outside doors.

(12) Common Use Kitchen. Maintaining the appliances, cabinets, and walls in the common use kitchen requires special attention. Individuals using kitchens in [SSQ](#) will clean them after each use. Residents using the appliances are required to clean the top burners, to prevent a fire hazard. Residents should not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppage. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease build-up.

(13) Insect Control. Take insect control measures by using commonly available commercial insecticides. If more extensive treatment is needed, residents or the unit R&U must contact DPW Service Order [Desk at 442-3251](#).

(14) Leave or Extended TDY. If residents will be leaving their quarters unoccupied for over 30 days, they must make arrangements for security, prudent care, and periodic inspections of their quarters with their chain of command. Residents will not turn off their HVAC system during their absence.

(15) Liability. SSQ residents are liable for damage to equipment and furnishings to include smoke detectors or any other fire department device. Under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member or the member's guests. AR 210-50 provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of surveys; provides directions on how to request reconsideration; describes appellate procedures for denied claims; and explains how enlisted members can submit requests for remission of debts. Currently there is no liability insurance available in the state of Oklahoma for [SSQ](#).

(16) Damage to Quarters. Damage to quarters, to include windows and window screens beyond reasonable wear and tear, is the resident's responsibility. Repairs and replacements must meet Army standards. For damages not corrected within the time allowed, the Army may elect to make repairs and bill the responsible party. The [CBM](#) team can fully explain your options to repair or replace damaged items, or the methods of reimbursement to the government. The costs vary depending upon circumstances encountered.

(17) Energy Conservation. Resident assistance is needed in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Residents will keep exterior doors closed during heating and cooling periods to conserve energy. Residents must not prop entry doors [or windows](#) open because of the added strain to HVAC units and the humidity drawn into the building.

(a) Water. Residents should use normal and reasonable amounts of water and not be wasteful. Excessive use results in increase costs and depletion of the source of supply.

(b) Heating and Cooling. Recommended temperature settings are as follows: heat 70F, air conditioning 76F. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. **Residents must do their part to conserve energy.** [Make sure your R&U person changes](#) the filter in the heater/air conditioner unit semiannually. Residents must not block the HVAC vents with furniture, boxes, or other items. If this happens, airflow is cut off, mold and mildew start to grow, and damage to the fan and motor may occur. If damages to the fan and motor are caused by neglect, residents may be found liable. If moisture on the HVAC outlets or on the windows during the cooling season occurs, raise the thermostat setting a few degrees to help eliminate the problem. Residents must keep all windows and doors closed or the HVAC system will not operate properly.

(c) Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. Residents can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 1300 to 1900. Residents should not leave television or radios on and unattended. When residents leave their room, they must unplug irons and turn off all appliances and room lights.

(18) Laundry Facilities. Washers and dryers are provided at no cost to the Soldiers. Washing with full loads is recommended to conserve energy. Residents should not overload washers or dryers. Overloading causes damage to the machine. Never place plastic articles, pens, or other markers in washers or dryers. Soldiers are not allowed to wash/dry TA50 in the washers and dryers. Clean the dryer vent before starting the dryer. The washers and dryers are maintained by a contract. Report **any** problem with the washers or dryers to DPW Inspection Branch, 442-6015/3104.

(19) Environment. Do not pour trash, engine oils, engine coolants, car grease, and other similar products into plumbing, drainage system, or on the ground. Dispose automotive tires, **liquids**, and batteries through recycling programs.

(20) Smoking. In accordance with AR 600-63, "smoking is permitted in individually assigned unaccompanied personnel living quarters as long as the quarters do not share a common heating/ventilation/air conditioning (HVAC) system. Allow smoking in quarters with common HVAC systems if an air quality survey can establish that the indoor air quality protects nonsmokers from environmental tobacco smoke." Smoking in bed is absolutely prohibited. **Soldiers sharing a room and one smokes and the other does not smoke, the room will be considered a NO smoking room.** Thoroughly soak any smoking material with water before discarding. **No** smoking in common areas; dayrooms, hallways, stairwells, and bathrooms.

(21) Vehicles.

(a) Repairs of vehicles are not authorized in the **SSQ** areas or parking lots. Do automotive work in the Auto Craft Shop. Oil changes in the parking lot are **prohibited**. Military police will ticket offenders. Authorized minor work consists of cleaning or waxing and air filter changes. Do not clean or wash vehicles on sidewalks, grass, or seeded areas. Vehicles not operational are not authorized in the single Soldier housing areas.

(b) Parking. There is very little parking space allocated in the **SSQ** area. Visitors and additional vehicles should park outside the areas and across the street in front, if possible. Residents must be reasonable and considerate. Residents must not park on the grass, sidewalks, or fire lanes.

(c) Storage of recreational vehicles, quad runners, utility trailers, and motorcycle trailers, jet skis, wave runner, etc., in the **SSQ** area is **NOT** authorized. Storage is available on-post. Soldiers can contact DPW Housing Division, Building **4700 MowWay Road** to sign for a Recreational Lot Storage key.

(22) Fire Prevention.

(a) Fire Evacuation Plan. Commanders will insure a fire evacuation plan is made for each building that shows both primary and alternate routes of escape in the event of

a fire. Arrange furnishings so as not to obstruct or impede entering or opening of doors leading from rooms to access exit doors.

(b) Fire Extinguishers. Locate fire extinguishers throughout the **SSQ** complex prior to occupancy of the facility. The fire extinguishers are for fire fighting and not for horseplay. Tampering with fire extinguishers or fire alarms is punishable under the UCMJ. Commanders and residents must notify **their unit Fire Marshall** if they notice an extinguisher is over or undercharged or has been discharged or damaged. R&U's are responsible for periodic inspections of the fire extinguishers. Commanders have the ultimate responsibility to insure inspections are accomplished.

(c) Smoke Detectors. All single Soldier residents must evacuate the building when the smoke detector alarm sounds. Tampering with any device pertaining to the fire department system is a serious offense, punishable under the UCMJ. Vandalism/abuse could result in UCMJ action. Unit is charged for recharge/repair if **a** fire extinguisher is not used on an actual fire. Inspections of the smoke detectors are performed by the R&U. If Soldiers test the detector, the fire department will receive an alarm at the station. **Residents must not self-test detectors or remove them for any reason.** Do not mount articles on, or attach to, any fire protection device, wiring, or smoke detector. Keep combustible material a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

(d) Fire Reporting. If a fire occurs in the **SSQ** facility, commanders/residents must immediately notify the fire department by calling 911. Personnel calling will give the fire alarm operator their name, building/room number, and street **location**. Report all fires.

(e) Cooking Appliances. Cooking in the **SSQ** is prohibited except in microwaves. Plug microwaves directly into wall outlet, do not use extension cords. The only appliances allowed in the **SSQ** rooms are: coffee pots, hot air popcorn poppers and microwave ovens using less than 1600 watts, each on a noncombustible surface. Residents, in a **SSQ** facility with a kitchen, should never leave cooking unattended. If a grease fire occurs, residents should cover the burning pan with a lid, turn off the appliances, and call the fire department. **Never use water! Do not attempt to move the pan.** R&U personnel will ensure the kitchen exhaust fan filter is cleaned often to prevent the accumulation of grease. Hot plates, toaster ovens, and convection ovens are **not** permitted in rooms without kitchenettes. **No** electric skillet or deep fat fryers are permitted.

(f) Unplug coffee pots, hot air popcorn poppers, irons, hair dryers, and curling irons when not in use.

(23) **O**ccupant Courtesy.

(a) Quiet time. Observe the following quiet time throughout the **SSQ** area: Sunday through Thursday, 2200-0600 and weekends and holidays, 2400-0800. However, with shift workers living in all Single Soldier Quarters, modified quiet hours are 24 hours a

day. If stereo or other noise can be heard outside the room or through the walls, it is too loud. Many Soldiers work shifts and are sleeping during the day. Residents must be considerate. They should not assume that their neighbor enjoys the same type of music or television programs as they do. Excessive stereo and television volume is very disruptive and is not authorized. Commanders will develop more specific guidelines for their specific [SSQ](#) facility.

(b) Parties and Social Gatherings. Parties and other social gatherings are permitted; however, unit commanders are the approving authority. The unit commander will establish policy for their specific single Soldier quarter's buildings.

(c) Solicitation. All forms of solicitation are prohibited in the [SSQ](#). CQs/staff duty NCOs will report solicitors to Directorate of Emergency Services (DES) and/or DPW Housing Division.

(24) [SSQ](#) Maintenance and Services.

(a) Soldiers desiring phone and cable service in their individual room will be responsible for all associated costs. Satellite dishes are not allowed in [SSQ](#) or other barrack facilities that are to be mounted to any part of the facility, i.e., roof, windows. Cable TV or telephone violations [will not be tolerated](#).

(b) Individual residents are responsible for reporting their individual service order requirements to the unit R&U and DPW [Service Order Desk](#) at 442-3251.

(c) Unit commanders are encouraged to establish creative, responsive, expanded, U-do-It programs, to maintain high usage, common areas such as hallways, dayrooms, patios, and laundry rooms, as resources permit within their designated facilities.

(d) [Battery/company](#) commander [will be designated as the hand receipt holder for all government property in the common use areas of the \[SSQ\]\(#\) and will conduct semiannual inventory inspections with \[the Furnishings Management Office\]\(#\)](#).

(e) Battalion commanders will designate a location in the [SSQ](#) facilities for a CQ. At a minimum, the CQ will be operational during nonduty hours.

(f) Common Areas include washers & dryers, IAW AR 210-50, TV/Day room packages.

(25) [Barracks Room Termination](#).

(a) [Soldier should schedule their initial termination appointment in person with the CBM staff at least 1 week prior to clearing post. At this time, the Soldier is briefed and given a copy of the Room Clearing Standards](#). Residents will return their room to the original condition before the [scheduled clearing appointment](#). Unit commanders will

assume responsibility for the AWOL Soldier or in the event a Soldier cannot clear due to health or emergency reasons.

(b) The CBM inspector will meet the Soldier at the room on the scheduled date and time and conduct the clearance inspection. If the room passes inspection, the inspector will take the key card from the Soldier and present the inspection sheet with his/her signature and checked "PASS" block. Soldier takes the inspection sheet to the CBM office for issuance of a termination order and is cleared from the data base. If the room does not pass inspection, the Soldier may call the CBM office to reschedule another appointment. If the room does not pass inspection due to any type of damage, the Soldier must come to the CBM office prepared to sign a DD Form 139 to pay for damages.

7. SINGLE RATE BAH. Battalion and/or battery commanders are not authorized to approve BAH. Only the Garrison Commander may authorize single Soldiers in the grade of E5 and below to reside off-post with a Certificate of Nonavailability (CNA) and collect BAH at the without dependent rate. The Garrison Commander has assigned the responsibility to the housing organization for issuance, control, and recordkeeping of CNA's for BAH at the without dependent rate. Soldiers may apply for single rate BAH under the following conditions:

- a. When adequate housing is not available and military necessity is not a factor.
- b. When a Soldier is pregnant.
- c. When a Soldier has purchased a home near the installation prior to notification of assignment to Fort Sill.
- d. When a Soldier is married to another Soldier, without family members, and resides off-post and one of the Soldiers departs on a separate tour, the other Soldier will not be ordered to return to permanent party housing.
- e. Law enforcement, criminal investigators, and counterintelligence personnel will be billeted with other like personnel in facilities separate from other Soldiers. If suitable facilities are not available, personnel may be given a CNA.
- f. If permanent party barracks becomes available for Soldiers in the grade of E1 through E5 residing off-post and receiving BAH at the without dependent rate, they will be required to occupy the vacant barracks space. However, involuntary assignments will not be made if the Garrison Commander determines that a financial hardship will occur.
- g. Quarterly Review. The Housing Division will review all BAH applications quarterly and submit a memorandum to all units, requesting verification of information submitted by Soldiers, to determine if they are still entitled to BAH at the single rate.

SINGLE SOLDIER QUARTERS CHECKLIST

OCCUPANT (GRADE/NAME)		DATE
BUILDING #	ROOM#	PHONE #
VACANCY DATE:		KEY CARD <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> INITIAL INSPECTION		<input type="checkbox"/> TERMINATION INSPECTION

ITEM	CONDITION / LOCATION
Doors/Windows/Screens	
Floors-Carpet/Tile	
Closet	
Ceiling Fan/Vents	
Walls/Ceilings	
Entertainment Center	
Cabinets/Tops/Drawers	
Refrigerator/Freezer	
Stove/Microwave	
Vanity/Cabinets	
Bathtub/Shower	
Commode/Lavatory	
Medicine Cabinet	
Soap Tray/Towel Rack	
Insects/Rodents	
Electrical Outlets	
Switches/Light Fixtures	
Mirrors	
Room Furnishings	
Smoke Detectors	
Miscellaneous	

Name, Unit & Phone # of 1SG:

Report to Building 4700, Mow Way Road, SSQ Office to Clear

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Occupant Signature

Inspector Signature

Figure 1. Example of Single Soldier Quarters Checklist

Inspection criteria for commanders and first sergeants for the common use areas.

1. Exterior.

- a. Pick up all cigarette butts, paper, broken glass, and other debris around the facility, grass, parking lot, or paved areas.
- b. Trim and properly care for [lawn](#), trees, shrubs, and bushes.
- c. Remove grass and weeds from sidewalks, steps, shrubs, and flower beds.
- d. Report leaking water fixtures, inoperable electrical fixtures, facility damage, etc., to the R&U personnel or call in a service order [at 442-3251](#).
- e. Place trash inside the dumpster and close all trash dumpster tops.

2. Interior.

- a. Are all lights working except those removed for energy conservation? Are fixtures in good repair and clean?
- b. Clean [and](#) secure all fire extinguishers. If they are damaged, report them immediately.
- c. Clean all exit doors, glass, and door frames.
- d. Mop and clean all tiled floors.
- e. Vacuum all carpeted areas. Shampoo as needed.
- f. Clean all drinking fountains and areas around and back of fountains.
- g. Empty and clean all trash containers. Ensure trash bags are used to line all trash containers; if not, install them.
- h. Clean all closets and storage areas. Lock them when you exit the room.
- i. Clean all walls, ledges, baseboards, and ceilings.
- j. Clean all stairwells and landings. Remove all bicycles parked in stairwells.

Figure 2. Example of Inspection Criteria for Single Soldier Quarters Common Areas

k. Clean all air conditioning/heating return air vents. Ensure all filters are changed **semiannually**.

l. Ensure all exterior and fire lights are operational and clean.

m. Clean dayroom **and mini** blinds; ensure they are hung properly and in good repair.

n. Clean dayroom furniture if needed. Report all damage to **dayroom furniture to your 1SG. Your battery commander is the hand receipt holder.**

o. Clean all windows, windowsills, and window casings.

p. Clean all microwave ovens, ice machines, and vending machines.

q. **Ensure** fire doors, stairwell doors, or hallway doors **are NOT** propped open

3. Laundry room.

a. Clean all floor drains of lint and other debris.

b. Clean window and window sills of dust or lint.

c. Clean interior and exterior of the washers/dryers.

d. **Call your unit R&U if** laundry room lights **are not** working.

e. Pick up the lint and trash behind and under the washers and dryers. **Wipe lint from** hoses and wiring.

f. Clean all vents and exhaust fans. **Contact your unit R&U if** filters need replacing.

g. Remove any mold or mildew from the room.

h. Clean all entrance and exit doors.

Figure 2. Example of Inspection Criteria for Single Soldier Quarters Common Areas (cont)

(IMSW-SIL-PW)



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