

WHITEMAN AIR FORCE BASE

Dormitory Resident Brochure



**Welcome to the Dormitories of
Whiteman Air Force Base, MO!**

Integrity First - Service Before Self - Excellence In All We Do

29 September 2020

Whiteman Air Force Base Dorm Contact Information

Superintendent – Bldg. 1561	MSgt Meyer	Office Number	(660) 687-5662
		Government Cell	(660) 624-0267
Atlantis/Enterprise Hall –Bldg. 1552	TSgt Good	Government Cell	(660) 624-0328
Challenger/Columbia Hall – Bldg. 1560	SSgt Pauling	Government Cell	(660) 624-0588
Discovery Hall – Bldg. 1561	SSgt Sykes	Government Cell	(660) 624-0583
Endeavour Hall – Bldg. 1559	SSgt Monteith	Government Cell	(660) 624-0546

* For off duty dorm emergencies, please call any one of the cell phones listed above.

Residential Advisors

Assist with resident concerns, answer FAQs, and are available for in dorm support

Atlantis:

A1C Matthew Roberts, Room 111

Amn James Adrian Echon, Room 210

Challenger:

A1C Travis Dugan, Room 336

Columbia:

A1C Nathaniel Gonzalez, Room 321

Discovery:

Emergency Phone Numbers

Fire Department/Police Department

911

- If you call 911 from a cell phone, you will reach the local Johnson County dispatch. You will need to specify to the dispatcher that you are calling from Whiteman AFB and they will transfer you to Whiteman AFB dispatch.

Important Numbers

Law Enforcement Desk (Non-Emergency/Emergency)	(660) 687-3700
Fire Department Dispatch (Non-Emergency/Emergency)	(660) 687-4507
AIRMEN AGAINST DRUNK DRIVING!!!	(660) 687-RIDE
Charter Cable/Internet/Phone Service (Free Wi-Fi in Dayrooms and Party Rooms)	(888) 438-2427
Military OneSource	(800) 342-9647
Military and Family Life Counselor Program (MFLC)	(660) 687-1052
Safe Helpline (Sexual Assault Support for DOD)	(877) 995-5247
SARC Hotline	(660) 687-7272
Chaplain	(660) 687-3652
Alcoholics' Anonymous	(660) 747-6313
State Fair Community College (Whiteman AFB)	(660) 563-3358
Airman & Family Readiness Center	(660) 687-7132
Commissary	(660) 687-5655
Shoppette	(660) 563-5445
Clothing Sales	(660) 687-5102
Base Exchange (BX)	(660) 563-3003
Airman's Attic	(660) 687-3661
Spirit Gate (24/7 West) - Arnold Gate (North) - Lemay Gate (South)	(660) 687-7959
Auto Hobby Shop	(660) 687-5689
Traffic Management Office (TMO Household Goods)	(660) 687-1849
Post Office	(660) 687-5100

Dorm Physical Addresses:

Atlantis Hall:

770 Mitchell Avenue
Whiteman AFB, MO 65305

Challenger Hall:

840 Vandenberg Avenue
Whiteman AFB, MO 65305

Columbia Hall:

780 Mitchell Avenue
Whiteman AFB, MO 65305

Discovery Hall:

790 Mitchell Avenue
Whiteman AFB, MO 65305

Living Standards and Procedures

The following are the established standards and procedures all dormitory residents must comply with. Failure to do so will result in administrative and/or disciplinary action from your Squadron Commander or First Sergeant. These policies were established to ensure the safety and well-being of all dormitory residents.

Procedures in Case of a Fire

Notify all occupants immediately by initiating the alarm system and verbal contact (yell "Fire! Fire! Fire!"). Knock on all resident doors in passing while evacuating, yelling fire repeatedly. Exit the building and cross the street to either the gym parking lot, running track or auto hobby shop depending on which is closest. **Do not re-enter the facility until told to do so by Fire Department.**

1. After notifying occupants, call the Fire Department at 911 to verify alarm report. Provide responders with all pertinent information: location, building name, nature of emergency, and your name.
2. Standby to direct fire fighters upon their arrival.
3. Only attempt to fight a fire yourself if there is no endangerment to your life or others.
4. All fires must be reported, regardless of size.

Procedures in Case of a Tornado

1. Upon hearing the base "Giant Voice" broadcast a tornado warning, all residents will immediately go to the **First Floor hallways** near the first floor lowest numbered resident room's hallway or the first floor highest numbered resident room's hallway.
2. All doors are to remain closed.
3. Residents should have on appropriate clothes and footgear (NO BARE FEET).
4. Remain in the area until the all clear is sounded.

If the building is damaged, call the Base Fire Department. If the building sustains major damage exit the building after the all clear has sounded; use extreme caution and avoid exposed power and electrical lines. If there are injuries, report them immediately to the Base Fire and Law enforcement or dial 911.

Emergency and Routine Work Orders

1. For after-hours emergency work orders, contact an ADL immediately.
2. Emergency work orders are classified as:
 - No AC/heat
 - No hot water
 - Severe water leaks
 - Sink/toilet/shower stopped up with water overflowing/toilet consistently runs.
 - Room fire alarm chirping. **Do not tamper with your smoke detector.**
3. The Whiteman AFB dorms utilize a QR scanner for routine work orders. QR's are located in every member's bathroom and most common areas.

The following rules are listed to ensure the health, safety, and security of all residents

- 1. ALCOHOLIC BEVERAGES:** Alcohol is prohibited for residents UNDER 21 YRS OF AGE. There is **ZERO** tolerance for underage drinking. Alcohol is not to be stored in common areas, such as party rooms and kitchens. **DO NOT** drink and drive. Remember to have a plan, including AADD (687-RIDE), First Sergeant, Supervisor, friend, etc.
- 2. GUESTS:** All visitor under the age of **18** must be escorted by a parent or legal guardian. Visitors must be escorted at all times and are not allowed to stay unaccompanied in rooms. Guests are prohibited between 2400-0600 hours. **Residents are responsible for their guests conduct at all times.** Cohabitation is **not authorized.**
- 3. QUIET HOURS: 24 hours a day/7 days a week.** Excessive noise will not be tolerated. Repeated complaints of excessive noise will be reported to squadron leadership.
- 4. INSPECTIONS: Rooms must be in inspection order at all times.** Unit representatives will perform monthly & quarterly inspections. Dorm leaders must be notified of deployments, temporary duty, or leave and be provided a POC to check on your room. Rooms must be inspection ready during any absence. Room closets are subject to inspections. An example of a dorm room inspection guide is provided later in this brochure.
- 5. CLEANING:** Residents are responsible to provide all cleaning supplies needed to keep personal rooms and bathroom clean. Residents are responsible to clean growth that is less than 10 square feet. Contact ADLs for questions about room cleanliness. When going on leave or TDY, please fill out the form located on the self-help rack and give it to your ADL. This includes emptying dehumidifiers and growth prevention.
- 6. FURNITURE:** Residents are responsible for issued furnishings and completing AF Form 228, Furniture Inventory Sheet. **Furniture is not to be removed from a room.** Note any furniture or room damage on the form, to prevent future liability for damaged or missing furniture during out-processing.
- 7. CARPETS:** Carpets must be vacuumed regularly and shampooed as needed. **Vacuums are not provided.** Contact ADLs for availability of a carpet shampooer.
- 8. LINENS:** Linens and a mattress encasement are issued at move in. It is **mandatory** to use the mattress encasement. Any damages to the mattress (stains, tears, etc.) will result in a minimum of \$200.00 charge. Residents may purchase/use own linens/sheet sets. Linens and mattress encasements are the residents to keep upon moving out.
- 9. TRASH:** Personal room trash must be disposed of daily in the outdoor trash dumpsters located in the parking lot of each dormitory. Do not place trash bags inside the dorm common areas, hallways, or on top/side of dumpsters.
- 10. REFRIGERATORS:** Refrigerators need to be defrosted when there is ice build-up. Any damage to a refrigerator will become the resident's responsibility. To properly defrost refrigerators, unplug it and leave the freezer and refrigerator doors open for 24 hours. To prevent refrigerator malfunction, keep freezer temperature setting on medium. If defrosting doesn't work, contact an ADL. Refrigerators must be cleaned on a regular basis.
- 11. LAUNDRY:** Residents must stay in the vicinity of the laundry facilities while in use. Dorm management is not responsible for any stolen or damaged clothing left unattended. The washers are front loaders and the use of **HIGH EFFICIENCY** soap is **MANDATORY.** Chemical gear, boots, and body armor will not be washed or dried in the laundry facility. Identify inoperable washers/dryers by submitting a QR code work order. Laundry rooms are locked from  the outside to prevent non dorm resident use. Laundry room doors **are not to be propped open.**

12. **BATHROOM:** Suitemates are responsible for the cleanliness of the bathroom, therefore residents are encouraged to develop a cleaning schedule. Bathroom cleaning includes the walls, ceiling, floor, shower, toilet, etc. When toilet, shower or sink is stopped up use a plunger to unclog drain. **DO NOT USE DRANO.**
13. **KITCHENS/COOKING:** Hot plates or electric skillets are not allowed in dormitory rooms. Other electrical cooking items may be stored in rooms but must be used in the kitchens. Microwaves and coffee makers are authorized to use in dormitory rooms, but must be plugged directly into the wall. Use of the kitchen in the common area includes clean-up. Dishes **will** be washed and returned to appropriate locations. Appliances, counters, and floor **must** be cleaned after each use of the kitchen. Food kept in the common area refrigerators **must** be kept in an air tight container and include your name and room number. Failure to adhere to kitchen policies may result in loss of privilege. **REMEMBER TO TURN OFF ALL KITCHEN APPLIANCES!**
14. **LIGHT FIXTURES/ELECTRICAL:** **Every light fixture must have a working bulb in place.** Bulbs can be obtained from the storage closets in main stairwell of each dorm. Residents are responsible for replacing light bulbs in the fixtures of dormitory rooms. Lights not working after changing the bulb, need to be reported to an ADL for a work order. Only 1 UL listed surge protector is authorized per room and will not be placed under carpeting or in such a manner as to cause a safety hazard. No items will be placed on or hung from light fixtures. Cracked outlets are to be reported **immediately.** Do not plug anything into a cracked outlet.
15. **WINDOWS:** Loss or damage to windows and/or window screens in dormitory rooms are the resident's responsibility. Windows should be closed and locked when the resident is not present. Residents are responsible for any weather damage during times inclement weather, if windows are left open. Additionally, leaving windows open allows humidity to elevate in the dorms, which leads to moisture and mildew in the rooms.
16. **CAR REPAIR:** Car repairs are not to be performed in the parking areas of any dormitory. The Auto Hobby Shop is available to perform repairs. No car parts are to be stored in dormitory rooms, i.e. tires, rims, mufflers, etc.
17. **PARKING LOT USE:** All deployed Airman vehicles, recreational vehicles, boats, trailers or like items must be parked at Atlantis Hall in the west parking area (near the BX). Vehicles/trailers parked there must be reported to the ADL, be in working condition, kept in a neat and orderly manner, and legally tagged. Maintenance and security of the vehicles is the responsibility of the owner. Deployed members must assign a caretaker for their parked vehicle/trailer. All vehicles **MUST** be licensed, registered, and insured. Notify ADLs with any changes to vehicle information immediately.
18. **BICYCLES:** Bicycles are to be stored at the bicycle racks near each dorm (not in hallways or rooms). ADLs must have bicycle documentation for accountability purposes.
19. **PETS:** Fish are allowed at residents own risk. Water aquariums will contribute to higher humidity in rooms which may cause growth. **No other pets are allowed.**
20. **FLAMMABLES:** Open flame items such as candles and incense in any size, shape or form are **not allowed in the dormitory.** Flammable and/or petroleum products are not authorized. Electric candle warmers (without tea candles), aerosol based fresheners, or plug-in fresheners are allowed. Candle warmers **WILL NOT** be left unattended.
21. **DANGEROUS WEAPONS:** For the purpose of this plan, a dangerous weapon is defined as any instrument which a reasonable person would identify as specifically designed to inflict bodily harm or cause death. **Examples:** Obvious devices falling into this category, include, but are not limited to; firearms, ammunition, bow & arrows, switchblade, gravity knives, butterfly knives, nunchakus or other martial arts weaponry, stun guns, Tasers and paintball guns/markers. Arrangements must be made with the base armory, Bldg. 711 (687-6804), friend, or supervisor for storage of guns, ammunition, bows & arrows, etc.

22. **BUGS:** Missouri is home to a multitude of bugs (roaches, spiders, ticks, etc.). Keeping a clean room (free of trash, piled clothes, etc.) will help to mitigate bug traffic.
23. **DEHUMIDIFIERS:** Dehumidifiers will always be plugged in and set to 45% or lower. A red light will appear when the bucket, located at the bottom, needs emptied. This can be emptied into your sink. Some dehumidifiers fill up as fast as twice a day. The screen, located above the bucket, must be cleaned monthly. This involves washing the screen off in the sink area, letting it dry, and reinstalling. If you are unsure of how to clean your dehumidifier screen, please ask an ADL for assistance.
24. **LOCKOUTS:** If locked out during the duty day, contact your ADL to be let back into your room. Atlantis features a temp card system for lockouts. Your username is your first initial and last name (ex. JGOOD) and your password is your CAC pin. If utilizing this system, PLEASE return your temp card immediately by sliding it under the ADL door. Please see the attached lockout MFR for lockout steps after hours (M-F 1600-0700 and weekends/down days).
25. **ALTERATIONS:** Alterations (i.e. painting rooms) are not authorized.
26. **PICTURES/POSTERS:** Only items that are in good taste and add to the overall appearance of dormitory rooms will be allowed. Items that are vulgar or displaying nudity are considered offensive and will not be allowed. Items are not to be attached to any lighting fixtures or woodwork. Do not use double-sided tape.
27. **PROTECTION OF VALUABLES:** Dormitory rooms should be secured when resident is not present. Residents are responsible for the security of their room and personal items. **Do not** use hotel latch to keep door open or leave front door/bathroom doors unlocked.
28. **ROOM/MAILBOX KEYS:** Each resident is issued only 1 room key. If lost, stolen or misplaced, residents have 3 days to locate the key. If not found, there will be a **\$52.00** fee assessed for the replacement of the lost key and core change. The Post Office will issue 1 mailbox key for your P.O. Box. If lost, stolen or misplaced residents will have 3 days to locate the key. If not found, there will be a **\$35.00** fee assessed for the replacement of the lost key and a core change.
29. **TOBACCO USE:** All tobacco products, to include but not limited to: cigars, cigarettes, electronic-cigarettes (“e-cigarettes”), stem pipes, water hookahs, and smokeless products that are chewed, dipped, or sniffed are **NOT** allowed to be used inside or outside of the dormitory except in the 509 BW/CC authorized designated tobacco use areas (DTA’s). The DTA for the dorm campus is located in the parking lot on the south side of Discovery Hall and is marked with a DTA sign. Tobacco use is not authorized in any other areas throughout the dormitory, to include your room, common areas, all patios, fire pit area and volleyball court. Ensure proper disposal of cigarette butts in the butt can, and dip bottle/can is disposed of in the trash.
30. **HEATING, VENTILATION, AND AIR CONDITIONING:** Dorm residents are responsible ensuring heating and AC are operational. If HVAC is not working properly, contact an ADL. For the cooler months, temperature should be set between 68° to 72°. In warmer months, temperature should to set between 68° to 70°. The system must be on, even while you are away from your room, and ventilation must be kept clean by ensuring intake and blower vents are dust free. Air filters will be provided every 4 months. It is the **resident’s responsibility to change the provided air filter**. Old filters are to be disposed of at the **parking lot** trash bins. To test operation of the exhaust vent in the bathroom place a single square piece of toilet paper flat on the vent. If tissue does not stick, contact an ADL for a work order.
31. **BAH WAITLIST:** Upon arrival, Airmen are eligible to fill out the BAH waitlist application located at every ADL office. The application must be signed by parties to put the Airman on the waitlist, usually a paper copy is updated weekly and posted in an easily visible area. By turning in the application, the Airman is stating they will be ready and willing to move when they are needed. **Turning in the application does not mean you can move out.**

32. **UNAUTHORIZED ITEMS:** The following items are unauthorized and cannot be stored in dormitory rooms. Unauthorized items found in a room will be confiscated.

- Hot plates/Electric Skillets
- BBQ grills
- Space Heater
- Flammables
- Weapons (see subject 20 for more information)

33 **NO DRONE ZONE:** Per FAA regulations, drone operation is prohibited within 5 nautical miles of Whiteman Air Force Base.

Commanders and First Sergeants may implement more stringent rules necessary to maintain good order, discipline and safety. Direct all questions to your ADLs, squadron representative or the housing office. Remember, this is your home, so take care of it. Any questions concerning any of the information provided above can be directed to your ADL or to the Unaccompanied Housing Superintendent at 687-5662.

DORM ROOM INSPECTION

NAME	ORG	DATE	BLDG/ROOM#
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THE FOLLOWING DISCREPANCIES REQUIRE CORRECTING

MAIN ROOM AREA

TRASH CAN OVERFILLED/BAG NOT USED	SHOES NOT NEATLY DISPLAYED
LIGHT FIXTURES DIRTY/INCORRECT BULB	MICROWAVE/COFFEE MAKER DIRTY
CEILING DIRTY/DUSTY	REFRIGERATOR DIRTY INSIDE/OUTSIDE
WALLS DIRTY/COB WEBS	SINK/MIRROR/CABINET DIRTY
CARPET NEEDS VACUUMED/SHAMPOOED	CLOSET NOT NEAT
FURNITUR DIRTY/DUSTY/CLUTTERED	AIR FILTER REQUIRES CHANGING
CURTAINS DIRTY OR IMPROPERLY HUNG	HVAC VENTS DIRTY/DUSTY
WINDOW AREA DIRTY/DUSTY	SMOKE DETECTOR
BED NEATLY MADE/NO MATTRESS COVER	SIGNS OF TOBACCO USE
CLOTHES NOT STORED PROPERLY	SAFETY/FIRE HAZARD (SEE REMARKS)

LATRINE

TOILET DIRTY INSIDE/OUTSIDE	EXHAUST VENT DIRTY
FLOOR DIRTY/MILDEW	SHOWER DIRTY/MILDEW
CEILING AND WALLS DIRTY/MILDEW	CLUTTERED

UNAUTHORIZED ITEMS IN ROOM (AUTOMATIC FAILURE)

DANGEROUS WEAPONS/AMMUNITION/FLAMMABLES/CANDLES/HOT PLATES/GUESTS

INFORM YOUR ADL OF THESE ISSUES

HVAC INOP	DOOR TAG MISSING/NEEDS UPDATED
LIGHTS INOP	ANY OTHER REQUIRED MAINTENANCE

REMARKS

YOUR ROOM WAS RATED

OUTSTANDING	UNSATISFACTORY
SATISFACTORY	SEE FIRST SERGEANT

INSPECTED BY _____



DEPARTMENT OF THE AIR FORCE
509TH CIVIL ENGINEER SQUADRON (AFGSC) WHITEMAN AIR FORCE
BASE, MISSOURI

27 February 2020

MEMORANDUM FOR WHITEMAN AFB FIRST SERGEANTS

FROM: 509 CES/CEIHD

SUBJECT: Dorm Resident Room Lockout Policy

1. The purpose of this memorandum is to advise all parties involved of the new dorm resident room lockout policy. In the event a dorm resident locks themselves out of their room after duty hours (0700-1600) or on weekends they will follow these steps:

- a. The Airman will notify their First Sergeant.
 - b. The First Sergeant will notify the LE desk of the Airman's name, dorm, room number and the name of the supervisor that will be signing out the master key to the let the Airman in their room.
 - c. The LE desk will sign out the respective dorm master key to that supervisor upon arrival.
 - d. Once the Airman is let back into their room the supervisor will sign the key back in at the LE desk immediately afterwards.
2. If the Airman is locked out during duty hours they are to contact an Airmen Dormitory Leader.
3. Security Forces personnel are authorized to utilize the master dorm keys in the event of emergencies only when dorm room access is required.
4. If you have any questions, please contact MSgt Wade Meyer at DSN 975-5662.

A handwritten signature in black ink, appearing to read "WAM", is positioned above the typed name.

WADE A. MEYER, MSgt, USAF
Unaccompanied Housing Superintendent

Engineers...Lead the Way!