



**FORT DRUM**  
**First Sergeant's Barracks Program (FSBP)**

# **SINGLE SOLDIER HOUSING BARRACKS RESIDENT HANDBOOK**

**APRIL 2011**

**~DISCLAIMER~**

**This handbook is not intended to replace or supersede any current  
Army, Installation, or unit policies or regulations.**

Dear Resident:

On behalf of the entire Single Soldier Housing Staff, welcome to Fort Drum, New York, "The Army's Best Kept Secret."

The Single Soldier Housing Barracks Resident Handbook was designed to inform occupants of certain guidelines and procedures while occupying individual barracks rooms. It outlines and clarifies some of the responsibilities as a resident, as well as Unit and Garrison level responsibilities. The information contained herein will be useful and informative as a general overview for barracks living. Other installation and unit policy letters will explain in more detail the single enlisted Soldier's standards for living in the barracks.

Again, welcome and enjoy your tour of duty at Fort Drum.

Sincerely,  
Single Soldier Housing

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## **SINGLE SOLDIER HOUSING BUSINESS OFFICE** **Clark Hall, Room A2-54, (315) 772-6668** **Monday - Friday 0730-1600 (Closed for Lunch 1145-1230)**

The information in this resident handbook is provided as a resource to all barracks residents. It is meant as a guide and reference for the standards of occupancy.

### **Room Use**

No one is allowed to reside in Single Soldier Housing (SSH) other than designated residents. SSH is provided solely as a single-occupant residence. You must inform your chain of command and the SSH Office of any change in status that may affect eligibility for SSH, such as marital status, promotion, etc.

Your chain of command is responsible to ensure that good order and discipline is maintained at all times in SSH. They have the authority and responsibility to conduct no-notice inspections to ensure that conditions in SSH provide for the best quality of life for all residents.

### **Keys**

Either metal or card keys are issued to residents. Residents must carry keys with them at all times as doors automatically lock when closed. Propping the door open or tampering with the door latch in any fashion is unauthorized.

### **Lock-outs**

In the event of a lock out at any time contact your Brigade Staff Duty to gain access.

**1<sup>st</sup> Brigade Combat Team Staff Duty - 772-4228**

**2<sup>nd</sup> Brigade Combat Team Staff Duty - 774-2199**

**3<sup>rd</sup> Brigade Combat Team Staff Duty - 772-4116**

**Aviation Brigade Staff Duty - 774-1100**

**Sustainment Brigade Staff Duty - 772-8254**

**Warriors in Transition - 772-0416**

### **Service Orders**

Residents are responsible for reporting service orders (routine or emergency), i.e. air conditioning, heating, plumbing, electrical, etc. Call 772-6668 and follow the appropriate prompts. For **furniture/appliance** repairs contact the appropriate brigade appliance repair number located on Page 7 of this handbook.

## INDIVIDUAL SOLDIER RESPONSIBILITIES

- Soldiers are responsible for the appearance and cleanliness of the assigned room and shared spaces.
- Soldiers residing in the barracks will be held financially responsible for any and all furniture and appliances (to include all parts) signed for on a hand receipt. Soldiers are not authorized to take any item have paid for due to negligence. Soldiers are encouraged to cover mattresses with a mattress pad or cover to reduce the chance of damage.
- Removal or swapping out of any furniture in the barracks rooms or day-rooms is not authorized.
- Soldiers residing in the barracks are not authorized to have hot plates, electric skillets and similar small electrical appliances. Some other prohibited items include space heaters, window air conditioning units, car batteries, gas cans or other combustible items, etc.
- All pets are prohibited in the barracks.
- Smoking is prohibited anywhere in the barracks and at least 50 feet from the buildings.
- Lit candles or any open flames are prohibited in the barracks.
- Soldiers are prohibited from making any structural modifications to the barracks rooms.
- Soldiers' rooms and common areas must comply with health and safety regulations.
- Soldiers are prohibited from disconnecting, covering or tampering with smoke detectors in any manner.
- Residents are responsible for all visitors' actions or negligence in the barracks. Visitors are not authorized as overnight guests in accordance with Installation policy.
- Lost or stolen room keys will be immediately reported to the SSH staff. Residents will be held financially responsible for the cost of replacing keys or locks.
- Soldiers are responsible for promoting energy conservation within their assigned rooms by turning off all lights and electronics when the room is not occupied.
- Soldiers are responsible for placing trash and unwanted items in the appropriate dumpsters provided.
- Soldiers are responsible for maintaining good working conditions in their rooms by calling in routine and emergency service orders as needed.
- Washers/dryers located in barracks buildings are for resident use. To avoid damage, read soap dispensing labels, as most washers are high efficiency and require less soap.

## UNIT RESPONSIBILITIES

- The chain of command must take an active role in knowing how Soldiers live and be responsible for their well being.
- Commanders have inherent authority over the barracks and are responsible for enforcing standards to ensure a safe, secure, clean, pleasant and functional living environment.
- Commanders have full authority to conduct inspections.
- Commanders may enter rooms and authorize others to enter rooms.
- Commanders and leaders will also check rooms and common areas as necessary to enforce standards and cleanliness.
- Units will maintain a CQ during off-duty hours.
- Units are responsible for maintaining, cleaning, and ensuring transient rooms are empty and available. Transient rooms are provided to each Brigade in order to house incoming single Soldiers during non-duty hours and weekends.
- Unit leadership enforces the following:
  - Conduct health and welfare inspections.
  - Determine and enforce "living standards" in the barracks.
    - Quiet hours
    - Cleanliness
    - Adherence to Installation Barracks Policies
  - Maintains cleanliness of common areas, hallways, laundry rooms, dayrooms, stairwells, etc.
  - Units are authorized to mop, buff, and wax barracks floors.
  - Grass mowing/grounds up keep.
  - Police around buildings.
  - Ensures all trailers, boats or campers are stored in the proper storage lots on the installation.
  - Appoint Unit Fire Marshals, primary and alternate, who will inspect and maintain fire extinguishers and adhere to Fort Drum fire regulations.
  - Operational control and access of assigned dayrooms. Soldiers are prohibited from cleaning weapons on Installation dayroom furniture.
  - Parking lot snow removal – units will use plow equipped tactical vehicles and other equipment provided by the Installation for snow removal. Units are responsible for shoveling sidewalks and maintaining access in and out of buildings.

## **GARRISON RESPONSIBILITIES**

- The barracks on Fort Drum are Government facilities; the SSH Branch manages the administrative responsibilities of the day-to-day operations of the barracks for the assigned units to Fort Drum.
- FSBP operation is similar to Government Housing management. Typical tasks include:
  - Assignments/terminations of rooms
  - Key management
  - Property accountability
  - Utilization reporting
  - Access to rooms for maintenance
  - Performance of vacant quarter's maintenance

### **FSBP Goals:**

- Improve the quality of life for single Soldiers.
- Improve barracks utilization rate.
- Reduce number of Soldiers needlessly collecting Basic Allowance for Housing (BAH).
- Manage vacant barracks spaces during deployments.
- Reduce maintenance response time.
- Reduce damage to buildings and furnishings by holding individual Soldiers accountable.
- Extend the life of furnishings/renovations.

## **SINGLE SOLDIER HOUSING BUSINESS OFFICE**

Clark Hall Room A2-54, (315) 772-6668  
Monday – Friday 0730-1600  
(Closed for Lunch 1145-1230)

### **NORTH AREA TEAM OFFICES**

#### **1<sup>st</sup> Brigade Team Office**

Building P-10322, 4<sup>TH</sup> Armored Division Drive  
2<sup>nd</sup> Floor Multi-Purpose Room  
(315) 772-4981  
Furniture/Appliance Repair - (315) 774-0531

#### **2<sup>nd</sup> Brigade Team Office**

Building P-10138, 4<sup>TH</sup> Armored Division Drive  
2<sup>nd</sup> Floor Multi-Purpose Room  
(315) 774-0818  
Furniture/Appliance Repair - (315) 772-9302

#### **3<sup>rd</sup> Brigade Team Office**

Building P-10602, 5<sup>TH</sup> Armored Division Drive  
2<sup>ND</sup> Floor Multi-Purpose Room  
(315) 774-0675  
Furniture/Appliance Repair - (315) 772-5224

### **SOUTH AREA TEAM OFFICES**

#### **Aviation Brigade Team Office**

Building P-20368, Room 301, Bagram Road  
(315) 774-0679  
Furniture/Appliance Repair - (315) 772-0645

#### **Sustainment Brigade Team Office**

Building T-4432, Room A200, Camp Swift Road  
(315) 772-1915  
Furniture/Appliance Repair - (315) 772-4484

## REFERENCES

**Installation Policy Memorandum #09-07** – Single Enlisted Soldier’s Living Standards in the Barracks

**Installation Policy Memorandum #10-28** – Energy Conservation

**Garrison Policy Memorandum #10-08** – Sub Master Key Usage in Barracks

**Fort Drum Regulation 420-4** – Fire Prevention

**Army Regulation 600-20** – Army Command Policy

**Army Regulation 420-1** – Army Facilities Management

## Fort Drum Single Soldier Housing Barracks Room Clearing Standards and Checklist

**Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Appointment Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The following areas will be inspected for out-processing the barracks.

**Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.**

The term \*clean(ed) means free from dirt, stain, or impurities: unsoiled. Free from foreign matter. **Ensure you have cleaning supplies available for touch-ups as needed.**

### Living Area

- Ensure all personal items are removed from room prior to the final clearing inspection.
- Have room keys ready to turn-over to inspector.
- Ensure furniture/equipment assigned to you on DA Form 2062 Hand Receipt is inventoried and accounted for.
- Beds cannot be in a bunk bed configuration. **They MUST be separated.**
- Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers or other residue must be removed.
- Remove all debris and dirt under the mattress and spring. (Applicable beds only)
- Ensure TV set is wiped cleaned. Dust free. Remote control present. (Applicable to WIT Barracks only)
- Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
- Light fixtures will be cleaned\*.
- Windows, blinds, and window sills must be clean\*.
- Doors, trims, base boards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and fingerprints etc.
- Ensure that the Air condition vents and filter are dusted, cleaned\* and turned off.
- Floor rug, if applicable, must be vacuumed and spot free.
- Ensure your side of the room is swept properly, to include in closets, under and behind furniture etc...
- Remove all trash from your room. Trash cans must be clean\* inside and out.
- Ensure your side of the room is mopped properly, to include in closets, under and behind furniture etc...
- Coordinate with cable, internet and phone providers to turn off service. Excessively long cable lines need to be removed.

Continued on next page.

**Fort Drum Single Soldier Housing  
Barracks Room Clearing Standards and Checklist**

**Common Areas**

**Note: Personnel without a roommate are solely responsible for cleaning the common areas. If you have a roommate you are still responsible for doing your part to clean the common areas. If possible, have your roommate assist you with cleaning.**

- Refrigerator must be emptied, cleaned\* inside and out (with no spilled food; etc.) and defrosted (**leave plugged in**). Clean rubber door seals.  
*If you have a roommate* ensure that your items are removed. Refrigerator is clean\* inside and out (with no spilled food; etc.). Clean rubber door seals. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present (**leave plugged in**)
- Kitchen cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty.  
*If you have a roommate* clean as above and place your roommate's items back neatly in place.
- Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean\* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (applicable models)
- Cook tops must be cleaned\* using a ceramic cleaner (no black burn marks visible). No grease between the counter top and burner. Range hood and filter, if applicable, will be clean\* (inside and out) with no grease or food splatters.
- Ensure kitchen counter top and kitchen sink area are properly cleaned\* and disinfected.  
*If you have a roommate* clean as above and place your roommate's items back neatly in place.
- Washer and Dryer (WIT Barracks) in applicable room suites must be properly cleaned\*, free from soap scum and lint.
- Sofas and Coffee tables (WIT Barracks) in applicable room suites must be properly cleaned\* and stain free.
- Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned\* and disinfected.
- Ensure that your personal items are removed.  
*If you have a roommate* clean as above and place your roommate's personal items back neatly in place.
- Ensure mirror, medicine cabinet, sink and vanity are cleaned\* and spot free. Remove your personal items.  
*If you have a roommate* and share the same medicine cabinet, clean as above and place back your roommate's personal items neatly in place.
- Doors, trims, base boards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and finger prints etc.
- Sweep all common areas, to include under and behind refrigerator, toilet, etc.
- Remove all trash from common areas. Trash cans must be clean\* inside and out.
- Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc.

**Note: Soldiers not leaving Fort Drum the day they clear and need a place to stay should contact their Command Team for a Transient room.**

Print Name: \_\_\_\_\_

If you have any questions contact the Single Soldier Housing Office at: **772-6668**  
Location: Clark Hall - 2<sup>nd</sup> Floor - Room: A2-54  
Hour of Operations: Monday – Friday, 0730 -1600

**NOTES**