

BLUE RIVER NF AERIAL FIRE DEPOT

DORMITORY and KITCHEN POLICY

This policy applies exclusively to those rooms in the Aerial Fire Depot Dormitory building used as residential quarters. All other space in the Dormitory building is public building space and is covered by established Federal Regulations.

A. Occupancy of Dorm Rooms:

1. Rooms are provided only for residential quarters and may not be occupied by any person (adult or child) not authorized or designated by the Government as an "occupant". Visitors cannot spend the night and are not allowed in the dorm between 2 AM and 6 AM. The Government reserves the right to assign occupants to specific Dormitory residence rooms. There will be no sleeping in the TV room. The Government will attempt to honor requests by tenants to be assigned as roommates. Quarters Form 6400-3 will be utilized for initial sign up.
2. Priorities of occupancy will be based on the following priorities when dorm rooms are scheduled for use:
 - a. Employees in pay status accomplishing the fire mission. This does not include PFT Aerial Fire Depot employees (PFT's can only use the dorm when advantageous to the government or to avoid a safety hazard).
 - b. Government employees in travel status.
 - c. Other government and agency employees.
 - d. Hardship instances on a case-by-case basis.

B. Occupancy - Kitchen:

1. Dorm occupancy of 7 days or less - No kitchen privileges.
2. Dorm occupancy of 8 or more days - Kitchen privileges granted.
3. Other AFD employees are not to use the kitchen.

C. Rental Rate and Assessment:

1. Rental of Government quarters is on a daily basis. Daily rental rate is established by the Regional Board of Survey and shall not be increased without a minimum of 30 days notice to occupant. Such fees shall be deducted from occupant's biweekly Federal paycheck.

D. Government Responsibilities:

1. As landlord, the USDA Forest Service will respect tenants' rights of privacy and will protect the health and safety of the tenants.
2. The Government will furnish Dormitory room, utilities, garbage collection, linens, and kitchen. The Government will provide maintenance, make repairs, and keep the Dormitory facility maintained and habitable. It will maintain electricity, plumbing, heating, ventilation, and appliances in working order. The Government will supply hot and cold running water, heat, kitchen appliances, cleaning equipment and supplies (dishwasher soap, cleanser, dish soap, garbage bags), and receptacles at convenient locations for the disposal of garbage.
3. The Government will furnish janitorial services for all office space, foyers, hallways, bathrooms, and shower facilities. The Government will provide weekly cleaning of the kitchen floor and the outsides of cabinets and appliances. Janitorial services will not be provided for occupied residence rooms.
4. The Dorm Manager will check kitchen supplies weekly and reorder as needed and will inspect kitchen weekly for cleanliness and food spoilage.

E. Occupant Responsibilities

1. Health & Safety:

- a. Occupants must respect the right of privacy of other tenants and must avoid actions that could impair the health and safety of other tenants.
- b. Rubbish shall be disposed of properly.
- c. Occupants will not throw articles of any kind from the building, climb on any part of the building, or engage in the willful destruction, damage, or removal of property.
- d. Occupants will not engage in conduct that creates a hazard or embarrassment to the Government. This would include but not be limited to loud or unusual noises, activities that disrupt official duties of Government and contract employees, and obstruction of public space.
- e. Pets shall not be brought into Dormitory rooms or kept at the Aerial Fire Depot. Seeing eye dogs or other assistance animals are exempt from this prohibition.
- f. Firearms, explosives and flammables are not permitted in the Dormitory.
- g. The use of alcoholic beverages shall be confined to persons of legal age and to individual Dormitory rooms between 7 AM and 10 PM, when the dorm resident is in an off duty status.
- h. Narcotic or dangerous drug use which is illegal under Federal, State or local laws is prohibited.

- i. Occupants should become familiar with the evacuation procedures from all locations in the Dorm and know where the exits are from their rooms.
2. Energy Conservation:
 - a. Occupants are obligated to make every effort to conserve energy by turning off unnecessary appliances or lights when not in use.
3. Housekeeping:
 - a. The following housekeeping rules shall be observed by all occupants:
 - (1) Beds are assigned by number. The occupant will be responsible for the cleanliness of that bed.
 - (2) Employees are expected to keep their living areas clean and free of hazards. Floors are to be vacuumed weekly, beds are to be made, and personal articles organized or stored in an orderly manner on a daily basis. Rooms are to be kept neat and in compliance with the Health and Safety Code Handbook, FSH 6709.11; 6-17 - Living Quarters
 - (3) TV room will be kept clean on a daily basis - all dishes are to be put away after use.
 - (4) No bicycles in dorm. Bicycles can be stored in the garage by the house.
 - (5) No beds will be removed or disassembled.
 - (6) Linen exchange is upon request - ask in the Business Office.
 - (7) No modifications to rooms (including mounting or fastening objects to walls, door, or ceiling) without approval of Dorm Manager.
 - (8) The laundry room will be kept clean with lint being removed from the dryer after each use. Clothes are to be removed as soon as possible from both the washer and dryer to allow the next person the opportunity to use them.
 - b. The following kitchen housekeeping rules shall be observed by all occupants:
 - (1) No cooking in rooms. No hot plates or microwave use in rooms. Small refrigerators are allowed in the rooms.
 - (2) There will be assigned areas in the walk-in cooler and the refrigerators for individual items.
 - (3) Individuals are responsible for their own mess.
 - (4) All stoves and appliances will be turned off when not in use.
 - (5) Put your name on all items that are not communal.

- (6) There will be an assigned area in the walk-in cooler for communal food. Put food here that you wish to share with other dorm residents.
- (7) Non-perishable/dried goods will be stored on a shelf in individual boxes marked with the resident's name. Food is not to be stored in individual rooms
- (8) Upon check-out by a resident, Dorm Manager will check resident's refrigerator space and food box for any remaining items that need to be removed.

(9) REFRIGERATORS

- 🗑 Spills will be wiped up immediately.
- 🗑 Spoiled food will be thrown out weekly.
- 🗑 Label your food that is kept in the refrigerators and keep the food in your assigned area.

(10) DISHES

- 🗑 All dishes and pans will be washed, rinsed, dried, and put away after each use by the individual who used them.
- 🗑 Dishes left in the sinks will be thrown out.

(11) GENERAL CLEANING

- 🗑 Appliances and counters will be wiped down immediately after each use by the individual who used them.
- 🗑 Refrigerator bins will be checked for spoiled food weekly.
- 🗑 Burner pans and oven must be cleaned after each use.
- 🗑 Smaller refrigerators must be cleaned weekly.

F. Inspection:

1. Dormitory rooms will be inspected before occupancy, on termination of occupancy, and once a month while occupied. These inspections will be performed by the Dorm Manager and one other person.
2. The Government reserves the right to enter Dormitory rooms to conduct fire, safety & health, and condition inspections.
3. A search or entry of the Dormitory residence quarters by any law enforcement official shall be in accordance with the laws of Missoula County, State of Montana.

G. Occupancy Termination:

1. Upon termination of occupancy, occupant shall return the premises to the Government in the same condition and repair as when received. Occupant will inform the Dorm Manager at least one working day in advance of their checkout of the Dorm so an inspection of the room can be performed at the time of checkout. The premises must be free of all of occupant's personal property, trash, and debris at checkout time. Other than worn or fading fabric or finishes, damage of any amount or kind to the furniture, carpeting, drapes or walls does not constitute reasonable wear and tear, and occupant will be responsible for restitution for repairs, replacements, fumigation or cleaning costs by the Government.
2. Failure to comply with this policy is grounds for eviction. First offense of these rules will result in a warning notice. Second offense will result in eviction from the Dorm.
3. Except in cases where tenants may pose an immediate threat to other tenants or property, the Forest Service will provide 24-hour notice of eviction.

H. Dorm Access:

1. The dorm will be locked from 2000 - 0700 Monday thru Friday and kept locked on Saturday and Sunday. Access will be by using the keypad. Doors are not to be propped open.

I. Dorm Management:

1. The Business Management Assistant at the Aerial Fire Depot is the Dorm Manager and is charged with management and operation of the Dormitory for the Government.

J. Improvement Committee:

1. The Dorm Manager will establish communication with occupants. Occupants are encouraged to select a committee to represent them. The committee should consist of 1-3 members. The purpose of the committee will be to suggest improvements in the Dormitory (policy, design, decoration, management, etc.) and to resolve minor problems.

Bobby Business

BOBBY BUSINESS
Dormitory Manager

Sandy Somebody

SANDY SOMEBODY
Smokejumper Representative