BARRACKS ASSIGNMENT GUIDELINES

(For use of this form see FHR 420-1. The proponent is DPW.)

- Inspect your assigned space upon arrival. Annotate any deficiencies on the Barracks Move-In Condition/ Inspection Checklist (Fort Hood Form 7043) and return it to your Barracks Management Office within 3 working days.
- Approval from your 1SG and your Barracks Management Office must be received before changing rooms.
- If you are in a room by yourself (SPC and below), do not migrate into the adjoining space; always have the room ready to receive a roommate.
- Removal/swapping out of any furniture in the barracks rooms/buildings is not authorized.
- Practice good housekeeping.
- Pets are not authorized.
- Smoking is not authorized inside the barracks rooms/buildings. Smoking materials must be disposed of properly.
- When cooking in rooms equipped with cooking appliances, items must not be left unattended.
- Lit candles or incense are not authorized.
- It is illegal to tamper with smoke detectors (remove, turn-off, etc).
- It is illegal to maliciously discharge fire extinguishers.
- Tampering with any fire preventive /safety equipment may result in punitive action. This includes exit lights and signs, emergency back up lighting and exit hardware.
- Parking in designated fire lanes or within 15' of a fire hydrant or fire department connection is not allowed. You could be ticketed by the Provost Marshall's Office for parking/driving your POV in non-designed parking/driving areas.
- Work orders should be placed by contacting your Barracks Management Office. In the case of an emergency during non-business hours you may call the work order number listed below. Please notify your Barracks Management Office of any deficiencies ASAP.
- All Soldiers must out-process through their respective Barracks Management Office when clearing their assigned space. Please schedule an appointment with your Barracks Management Office at least 48 hours prior to your departure.
- Charges will be assessed for damages other than fair wear and tear and items unaccounted for.
- Charges will be assessed for a relock and rekey for keys that are lost or not returned upon clearing
- If you become locked out of your room, you will need to report to your respective Brigade Staff Duty Officer (SDO) or Staff Duty Noncommissioned Officer (SDNCO) for assistance. Soldiers in separate units which do not fall under a Brigade must request assistance from their unit SDO, SDNCO, or charge of quarter's staff.

BARRACKS MANAGEMENT OFFICE: 254- _____ - _____
Office hours: Monday - Friday: 0800 - 1700 (Closed for lunch 1130-1230)

WORK ORDERS: (254) 287-2113

Military Police	Fire Department
(254) 287-4001	(254) 287-3908

_____ SERVICE MEMBER

_____ BLDG/WING/RM

_____ SERVICE MEMBER SIGNATURE

_____ DATE