COMMANDANT OF MIDSHIPMEN INSTRUCTION 11103.1 CHANGE TRANSMITTAL 1

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: BANCROFT HALL FACILITIES POLICY FOR ADMINISTRATION AND OCCUPANCY

Encl: (1) Revised enclosure (9), page 17

1. Purpose. To publish change 1 to the basic instruction.

2. Action

   a. Remove enclosure (9), page 17 of the basic instruction and replace with enclosure (1).

   b. Enclosure (1) has been incorporated into the basic instruction and posted to the website.

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdtinst.php
1. Purpose. To issue policy and provide guidance regarding the operation of Commandant of Midshipmen managed facilities at building 101 (Bancroft Hall wings 1-8), which includes the Center Section (101C), Galley/King Hall (101K), Mitscher Hall (101M) and Levy Center (101L), onboard the U.S. Naval Academy (USNA).

2. Discussion. This instruction, along with enclosures (1) through (9), specifically defines policy governing the use and occupancy within Bancroft Hall and when used in conjunction with the applicable references, it identifies the basic precepts for quality facility management.
3. **Scope and Applicability.** This instruction applies to all personnel assigned to the USNA and any tenant commands that live or work within Bancroft Hall.

4. **Background**

   a. The Secretary of the Navy, Chief of Naval Operations, Commander Navy Installations Command, Superintendent, Commanding Officer Naval Support Activity Annapolis and the Commandant of Midshipmen are committed to improving the quality of life of our staff and midshipmen.

   b. Bancroft Hall is a unique building within the Navy and profoundly impacts the quality of life of residents and staff which influences the performance, morale, and retention of personnel.

   c. Building security, cleanliness, and habitability are basic needs of all occupants. Continual efforts are made to modernize and meet current and future needs. Efficient, effective operations, and facility maintenance are necessary to support this policy.

5. **Policy.** All local policies pertaining to the Commandant Facilities Division, Bancroft Hall, will conform to this instruction regarding operations, management, funding, use, assignment, and responsibilities.

   a. The Commandant of Midshipmen establishes and/or approves policy for Bancroft Hall regarding:

      (1) Regulations and procedures in the administration of dormitory housing operations.

      (2) Tenant/Host command agreements in regards to facility usage/maintenance.

         (a) Allocation and execution of resources for manning and operations of the Commandant Facilities Division.

         (b) Space allocation within all assigned facilities.

         (c) Command attention to specific problem areas, related to living conditions in dormitory areas and any impacts to operations.

   b. The Brigade Supply Officer ensures adequate funds are allotted for maintenance, upkeep, manpower and phased replacement of equipment.

   c. Battalion Officers, Department Heads, Company Officers (COs) and Officers in Charge (OICs) shall:

      (1) Ensure all personnel assigned to Bancroft Hall conform to these policies and standards.

      (2) Assign a single point of contact or 1st Lieutenant (1st LT) to liaise directly with the Commandant Facilities Division for needed services.
(3) Assist in the preservation of the assigned spaces and facilities.

d. The Brigade Master Chief is responsible for providing year-round, up to date occupancy data for all dormitory spaces to the Commandant Facilities Division. To be broken down by class and sex.

   (1) Maintains an occupancy roster for quick location of midshipmen (Heads & Beds).

   (2) This data is utilized for security, emergency/first responders, funding for future maintenance projects, tracking pest/vector issues/illnesses and general accountability.

   (3) Battalion Leading Chief Petty Officers (LCPOs) are responsible for the daily management and upkeep of their Area of Responsibility (AOR). To include:

      (a) Cleanliness of AOR, i.e. dorm rooms, heads, hallways, stairways, and offices.

      (b) Responsible for the material condition of the AOR to include assigned inventory.

      (c) Ensure spaces and personnel within their AOR are fully aware of standard fire/safety regulations and procedures pertinent to their environment.

   e. The Commandant Facilities Director (CFD) reports to the Commandant of Midshipmen via the Deputy Commandant of Midshipmen, and is responsible for:

      (1) Communication with Public Works Department, Base Operating Services and the Custodial contractor. Daily contact with contractors is expected and the CFD may provide guidance and assistance. The CFD cannot manage contractor work unless assigned Contracting Officer Representative (COR) responsibility by the Contracting Officer (KO). The COR/KO must be utilized for actual work assignments/requests.

      (2) Management of all subordinate employees and the management of all facets of Bancroft Hall and all other assigned Commandant Facilities.

      (3) The development of planning, programming, budgeting, and execution of all resources available to the Commandant Facilities Division.

      (4) The recurring and unplanned maintenance or repair of all facilities and equipment.

      (5) Space management, allocation, and assignment.

      (6) Providing input to the Commandant Operations Officer and Anti-Terrorism/Force Protection Officer (ATFPO), including participation in the planning for minor construction, military construction, special projects, security issues and summer berthing.

   f. The Commandant Facilities Officer reports to the CFD and is responsible for:
(1) Summer Berthing Program.

(2) Custodial Services Oversight.

(3) Pest Control Oversight.

(4) Receiving Office Operations.

(5) Budget Programs & Phased Replacement Programs.


(7) Maintaining all pertinent instructions and notices.

g. The Commandant Facilities LCPO reports to the Commandant Facilities Officer and is responsible for:

(1) Monitoring/maintaining all service requests and related data.

(2) Managing civilian staff & Brigade 1st LT’s (Luce Hall, Midshipmen Food Service Division (MFSD), Midshipmen Development Center (MDC), Sailing Center, Supply, Waterfront Readiness).

(3) Managing and assisting all Tenant Command and collateral duty 1st LTs.

(4) Utilities Outages.

(5) Project Manager.

(6) Physical Security (Cameras, card readers, exterior doors).

h. Commandant Facilities Staff are responsible for carrying out duties as per their assigned billet/job description, as well as other job-related duties that may be assigned by supervisors.

(1) Physical Security Specialist: Day to day operations with granting building access, monitoring video surveillance, and maintains a secure building envelope. Acts as the division purchasing agent.

(2) Machine Tool Operator: Creates all building signage, staff name tags, key maintenance, building maintenance, assists Chapel and Luce Hall 1st LTs.

(3) General Maintenance Techs (x2): Provides services/maintenance to areas not covered by BOS/Custodial contracts. Monitors/maintains all service requests submitted for their AOR.

i. The Brigade 1st LT reports to the Commandant Facilities LCPO and is responsible for managing assigned Brigade 1st LT staff.
j. All residents/occupants in Bancroft Hall are responsible for:

(1) Abiding by the rules, regulations and enclosures contained in this instruction.

(2) Promptly informing their assigned 1st LT of any known material, safety, or habitability deficiencies in rooms and in any common use areas.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant’s Facilities Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

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ASSIGNMENT POLICY/SPACE MANAGEMENT

1. General Assignment: Office Space/Tenant Command Spaces. All spaces within the Commandant Facilities Division AOR are controlled by the CFD. Office moves, vacant office usage, realignment/space reallocation are the responsibility of the CFD. The Deputy Commandant of Midshipmen has the final approval on all space changes. Re-designation of space use (dorm room to an office) needs approval from Naval Facilities Engineering Systems Command (NAVFAC). Tenant commands and Department Heads may move personnel within their assigned spaces only. Any space requests must be vetted by the CFD.

2. Dorm Rooms: All midshipmen (MIDN) are assigned rooms within their assigned Company area. Same ranks are bunked together. Final room assignment data for the entire Brigade must be forwarded to the Commandant Facilities Division no later than one week from reformation of the Brigade. This process is managed by the Brigade Master Chief (BMC). The current accepted practice for assigning rooms is as follows, but could change due to the needs of the USNA or be directed as per each Battalion Officer:

   a. Plebes: During Plebe Summer, first-year Midshipmen (MIDN) are assigned to their academic year rooms by their Chain of Command (COC).

   b. First Class MIDN: Prior to reformation of the Brigade, First Class MIDN select their room assignments.

   c. Second Class MIDN: Prior to reform, Second Class MIDN select their room assignments after the First Class MIDN select their rooms.

   d. Third Class MIDN: Assigned to remaining rooms.

3. Assignment: Check-in and check-out for Dormitory residents shall be handled by Company Senior Enlisted Leaders. Final housing arrangements will be reported to the Commandant Facilities Division via the BMC.

4. Minimum Configuration and Privacy Standards. As per reference (b) personnel assigned to rooms within Bancroft Hall may be assigned space that is less than the acceptable minimum standard square footage for “students.” Students in a special training environment are waived from the minimum space requirement if deemed necessary by the Commandant of Midshipmen. The normal space allotted to a service member in a dormitory is no less than 72 SF. Other circumstances that prevent room reconfigurations:

   a. Unit Integrity in a special training environment.

   b. Existing dormitory is a historical building, subject to local building code restrictions to preserve the historical value of the building as per reference (a).

5. Visiting Students. Outside sport teams, prospective students, or student conference attendees may reside in Bancroft Hall on a limited basis while attending authorized events. This program

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is managed by the Commandant’s Operations Officer (OPSO). Normally these events do not exceed three nights. The OPSO will publish guidelines for each event. All visiting students residing in Bancroft Hall must be escorted by a MIDN or staff member at all times while in the building to ensure personnel security.

6. International Students. Foreign National students are vetted by the International Programs Office, are authorized access to Bancroft Hall and are treated the same as U.S. MIDN.

7. Summer Berthing. Various programs exist during the summer to promote activities and programs at the USNA. Visiting civilian students may attend the programs and reside in Bancroft Hall. Each program is responsible for managing all participants. Each year COMDTMIDNNOTE 9640 is published stipulating who is authorized in Bancroft Hall and where they will be residing. Plebes are also housed in Bancroft Hall during the summer training period as are a multitude of MIDN that participate in various summer training programs. Unit Integrity is required for each program.

8. Special Situation Berthing. *Temporary* use for quarantined personnel, personnel displaced due to bed bugs, emergency room maintenance... can be found under reference (b).
RESIDENT ADVISOR PROGRAM

1. Resident Advisor (RA) Program. The RA Program for Dormitories and Unaccompanied Housing (UH) was established as an element of the Navy Leadership Program. The RA Program provides senior leadership presence for mentoring and counseling of junior personnel. The program also assists Facilities and staff in its efforts to maintain good order and discipline, support Facilities policies, enhance living standards, ensure resident safety, and increase leadership presence in the facility during off-duty hours.

2. Eligibility and Assignment. All First Class MIDN are required to act as active Resident Advisors while in Bancroft Hall unless they are precluded from this responsibility due to legal/administrative action or other reason as deemed by the Battalion Officer.

3. General RA Responsibilities. RAs are directed to take an active role in mentoring, monitoring and reporting the behavior of MIDN assigned under their cognizance. RAs will report incidents/discrepancies directly to their relevant Chain of Command, 1st LT’s and/or the Officer of the Watch. RA’s will:

   a. Understand, support, abide by and enforce local policies.

   b. Maintain good order, discipline, and military decorum; report unprofessional behavior as necessary, regardless of rank or circumstance.

   c. Provide senior leadership presence at the facility after hours.

   d. They shall ensure significant incidents are recorded in the deck log.

   e. Report material discrepancies to their assigned 1st LT immediately.

   f. Mentor, guide and act as a role model to all junior personnel.

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FIRST LIEUTENANT RESPONSIBILITIES AND ASSIGNMENT

1. 1st LTs. Responsible for the general maintenance and material condition of their entire AOR. This responsibility is similar to the shipboard 1st LT and Damage Control Officer.
   a. 1st LT’s will report discrepancies in a timely manner.
   b. Liaison for their AOR/Chain of Command to the Commandant Facilities Division.
   c. Submit service requests.
   d. Inspect fire extinguishers within their AOR.
   e. Ensure safety regulations and guidelines are being followed within their AOR.
   f. Ensure each dorm room’s property inventory sheet is up to date and signed by the MIDN occupying that room. The occupants of each dorm room will be held accountable for any property that is unaccounted for or missing.
   g. Brigade 1st LT’s are also responsible for:
      (1) Cot inventory.
      (2) Bike Storage.
      (3) Self Help Supplies and storage within their assigned AOR.

2. Organizational Responsibilities. The following organizations are required to have a 1st LT/Facilities point of contact if assigned to Bancroft Hall:
   a. Brigade of Midshipmen.
   b. Each Cost Center under the Commandant of Midshipmen.
   c. Each tenant command within Bancroft Hall.

3. MIDN 1st LT Command Structure. 1st LT’s will follow the following structure and Chain of Command:
   a. Brigade 1st LT – Liaison between the Brigade and the Commandant Facilities Division for overall material condition of Bancroft Hall.
      (1) Communicates regularly with CFD and the Brigade, ensuring all are informed of issues that could affect habitability within Bancroft Hall.
      (2) Manages Zone Inspections, fire/safety inspections.

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(3) Ensures Brigade Bike Storeroom is clean, neat, and orderly.

b. Battalion 1st LT’s – Liaison between Company 1st LT’s, Brigade 1st LT, and CFD.

(1) Ensures Battalion Quarantine Room is ready to be occupied and fully stocked.

(2) Ensures Battalion Bike Rooms are clean, neat, and orderly.

(3) Ensures all Fire Extinguishers meet current requirements.

c. Company 1st LT’s – Submits services for AOR and occupants within assigned Company spaces.

(1) Perform a daily walk through of public spaces within assigned AOR. Reports discrepancies immediately.

(2) Inspect 100 percent of assigned dorm rooms each month for material discrepancies and ensures room inventory is accurate. Reports issues immediately.

(3) Keeps Senior Enlisted Leader (SEL) informed of the Company’s Material Condition of Readiness on a regular basis.
BRIGADE SELF HELP PROGRAM

1. Background. The Commandant Facilities Division is the sub-cost center for the Brigade of Midshipmen in regards to daily maintenance.

2. Program. Cleaning gear and limited furnishings are provided as follows:
   a. Cleaning gear – basic general cleaning gear will be issued to the Company 1st LT’s to be used in maintenance of wardrooms, hallways, stairs, heads and dorm rooms.
   b. Mattresses – replaced every eight years. Damaged mattresses may be replaced on a 1-for-1 exchange if damaged. Each mattress is water, fire and bed bug resistant, anti-microbial and meets all safety requirements for dormitory living. Mattresses must remain in assigned rooms at all times. Dorm room occupants will be held accountable via the assigned SEL, for any mattress that is unaccounted for, or damaged due to negligence.
   c. Dorm desk chairs – replaced every eight years. Damaged chairs may be replaced on a 1-for-1 exchange if damaged. Chairs meet current safety requirements for a dormitory environment. Chairs are built to prevent tilting and may be used as a step to enter upper bunk. Dorm room occupants will be held accountable, via the SEL, for any dorm desk chair that is unaccounted for, or damaged due to negligence.
   d. Consumable items – Shower curtains, trash bins and recycling bins may be replaced on a 1-for-1 exchange if damaged. Dirty items are not a reason to replace them. Dorm room occupants will be held accountable, via the SEL, for any consumable item that is unaccounted for, or damaged due to negligence.
   e. Cots – Each Company is responsible to store and maintain a minimum of 10 cots. These are to be used by authorized visitors or injured MIDN within Bancroft Hall. These cots are not to leave Bancroft Hall. Damaged cots may be replaced on a 1-for-1 exchange. SEL’s are accountable for this inventory.
   f. Furniture – Commandant Facilities Division is responsible for a phased replacement of the following furniture items:
      (1) Six Battalion Conference Room sets: one table and 12 chairs.
      (2) Six Battalion Duty/Admin office (BOOW) sets: one desk, one desk chair, and one lockable four drawer file cabinet.
      (3) Six Battalion Officer office sets: one desk, one desk chair, one lockable file cabinet w/small bookcase, two guest chairs, one couch, and one coffee table.
      (4) 30 Company Officer office sets: one desk, one desk chair, one lockable file cabinet w/small bookcase, and two guest chairs.

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(5) 30 SEL office sets: one desk, one desk chair, one lockable file cabinet w/small bookcase, two guest chairs.

(6) Smoke Hall Guest Furniture: 10 guest chairs, four couches, six lamp/end tables

(7) Mitscher Hallway Study Area: 10 Study tables, 50 stackable study chairs.

(8) Laboon Study Cubicles: 10 Study tables, 50 stackable study chairs.

(9) Furniture is scheduled to be replaced every 10 years or as needed. Furniture shall not be moved to other offices or put in storage due to limited space. Accountability of furnished items is difficult in a building as large as Bancroft Hall so this is why we require a standard office set in each area within the Commandant Facilities AOR. All other offices are maintained by their own cost center.

(10) Movement of furniture puts stress on assembled components. If you would like to move furniture within your office (specifically desks) please schedule this with the CFD.

g. Excess Furniture – Items in good repair may be reutilized by the Brigade or other government offices at the USNA. This excess furniture cannot be given away for personal use or use by contract staff. Each cost center is responsible for the storage or disposal of their furniture. Commandant Facilities and contract staff do not remove furniture or maintain other cost center’s furnishings (collateral equipment).

h. MIDN Occupants are financially responsible for the above listed items (“b”, “c” and “d”) if lost or damaged. SEL’s are required to ensure these items are in place at time of check-in and prior to check-out. SEL’s will be required to submit written verification to the CFD in the form of a room status report. This report is due the first Friday of June and again on the first Friday of December.
INSPECTION PROCEDURES

1. Responsibility. Each Battalion Officer, OIC, Department Head (DH), or Unit Director is responsible for ensuring that all spaces within their assigned AOR are adequately maintained. Personnel who disregard accepted hygiene practices or display a lack of concern for maintaining government property must be identified and corrective/disciplinary action taken as is deemed appropriate. These inspections are not the same as an “Alpha” inspection and should not be combined. Combined inspections lose focus on the main goal, in this case the material condition of the room/space.

2. Official Inspections.

   a. Battalion Officers, OIC’s, DH or Unit Directors shall:

      (1) Ensure all assigned spaces are inspected at least once per month by a SEL or above or civilian equivalent.

      (2) Ensure that a SEL or above is present at all published Battalion Zone Inspections or Naval Support Activity Annapolis (NSAA) Command Zone Inspections.

      (3) Inspectors are to focus on material discrepancies and general room cleanliness.

      (4) Inform CFD of material discrepancies as needed.

      (5) Dorm room inspectors shall be accompanied by another member if the resident is not standing by for inspection.

      (6) No dorm room inspections will be conducted on Sunday’s or holidays.

      (7) Inspections will occur during normal working hours 0700-1600.

3. Random Safety & Material Readiness Inspections.

   a. In addition to regular command inspections, Commandant Facilities Division will conduct random unannounced inspections within all spaces of Bancroft Hall. This is normally done in conjunction with repairs. This is to ensure facilities are maintained and managed appropriately by all occupants. Repair technicians are required to report issues of concern to the Commandant Facilities Division.

   b. The Deputy Commandant of Midshipmen, the BMC, and Commandant Facilities Staff will conduct random inspections of dorm rooms, offices, food services, Naval Academy Business Service Division (NABSD), Medical, Dental, other tenant command spaces, and Extracurricular Activity (ECA) spaces, at least once per month. Proposed schedule:

      (1) 1st Battalion – August
(2) 2nd Battalion – September

(3) 3rd Battalion – October

(4) 4th Battalion – November

(5) Galley/King Hall – December

(6) 5th Battalion – January

(7) 6th Battalion – February

(8) Mitscher Hall/Levy Center – March

(9) Rotunda/Memorial Hall/ECA Spaces – April

(10) Luce Hall, Exterior of Bancroft Hall – May

(11) Plebe Summer Spaces – June (Prior to occupation)

(12) Summer repair project spaces – July

c. The Fire Department and NSAA Safety Department will also conduct random inspections.

d. Confiscation – As per reference (f), items listed in Midshipmen Regulations that could cause a fire within Bancroft Hall will be confiscated without notification and will not be returned, e.g. candles with burnt wick, flammable liquids, Sterno cans, charcoal, cooking appliances (hot plates, griddles, fryer). Inspectors will notify the appropriate authority (NSAA Security) for other items found that are not authorized i.e. drug paraphernalia, weapons. Locked con-lockers, and desk drawers will not be inspected during a random inspection unless a valid reason exists, such as a drawer is broken and out of place.
BRIGADE AREAS OF RESPONSIBILITY

1. The Brigade is responsible for ensuring that Bancroft Hall presents a professional and neat appearance at all times. The Officer of the Watch is responsible for daily cleanliness in and around the hall. They are the point of contact for Bancroft Hall at all times.

   a. Exterior Cleaning

      (1) Custodial contracts do not maintain the exterior of the building. The Brigade is responsible for all exterior areas within a 30’ radius of the building.

      (2) Landscaping contracts focus on leaf removal, grass cutting, and snow removal, on a limited schedule. They do not remove trash and debris from the grounds unless it is done during leaf removal. They will not remove snow until the snow event has ended.

      (3) Exterior AOR should be free from debris, trash, pallets, garbage, and cigarette butts.

      (4) Battalion/Company 1st LTs can provide trash bags, brooms and gloves as needed.

      (5) Designated AOR: Refer to reference (f).

   b. Interior Cleaning

      (1) Custodial contracts provide limited cleaning in common use areas such as heads and hallways. This service is only performed once per day, Monday through Friday in heads and once per week in hallways. Bancroft Hall is occupied 24/7, seven days a week. It is the Brigade’s responsibility to maintain common use areas for the health, safety and the wellbeing of the Brigade. As a reminder, this includes the entire AOR, i.e. Memorial Hall, Smoke Hall, Steerage, Hallways, and the Mitscher Auditorium.

      (2) Dorm Room trash is emptied three times per week by contract custodial staff and once per week in office spaces. Trash must be in the government issued room trashcan. Items that do not fit in this trashcan, left in the hallway or elsewhere, will not be discarded by custodial or maintenance staff. It is up to the Brigade to maintain a professional appearance inside Bancroft Hall. Room trash emptied into restroom trashcans will not be emptied by custodial staff. Recycling is not handled by custodial staff.

      (3) Wardrooms are considered personal lounges and are not covered by any custodial service contract.

      (4) Hallways and stairs within assigned AORs should be free from debris, trash, and gear adrift.

      (5) Heads should also be neat and clean, with no overflowing trash.

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(6) Company 1st LTs can provide trash bags, brooms, gloves, mops, bleach, etc., as needed for common use area maintenance.

(7) Company AORs are listed in reference (f).
STAFF AND TENANT COMMAND AREAS OF RESPONSIBILITY

1. Tenant commands are responsible for ensuring that their assigned spaces always present a professional appearance. This is either done by staff members or contracted cleaners.

2. Basic guidelines are as follows:
   a. Staff and any managed contractors assigned within Commandant Facilities Spaces shall:
      (1) Ensure that all assigned spaces are neat, clean, free of gear adrift and present a professional appearance.
      (2) Ensure spaces meet basic safety and fire standards.
      (3) Have an assigned point of contact to submit service calls to the Commandant Facilities Division.
   b. Tenant Commands assigned within Commandant Facilities Spaces shall meet the guidelines in paragraph 3.a.

3. Assigned areas outside of the normal shop/office/clinic/workspace:
   a. Base Operations Support (BOS) Contractor:
      (1) All moats around entire building.
      (2) Courtyard at 4th wing loading dock.
      (3) Responsible for 15’ radius directly outside interior hallway doors.
   b. Commandant Facilities Division:
      (1) Brigade Flammable Locker Storage.
      (2) 4-B passageway leading from basement to U.S. Navy Band.
      (3) 7th Wing Loading Dock.
      (4) 8th Wing Loading Dock.
      (5) Responsible for 15’ radius directly outside interior hallway doors.
   c. Custodial Services Contractor:
      (1) Responsible for 15’ radius directly outside interior hallway doors.

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(2) Responsible for all assigned custodial closets and storage areas.

d. Medical and Dental Units (Brigade Medical, Optometry):

(1) Responsible for 30’ radius from any **exterior** door that enters/exits a medical space.

(2) Responsible for 15’ radius directly outside **interior** hallway doors.

e. Midshipmen Food Services Division (MFSD):

(1) Responsible for 30’ radius from any **exterior** door that enters/exits a MFSD space, to include both sets of loading dock, King Hall exits, Chesapeake room doors.

(2) Underpass between wings 3 and 5 to include the storm drain.

(3) Courtyard (Entire Area) the Galley compactors and pulper dumpster.

(4) Responsible for 15’ radius directly outside **interior** hallway doors.

f. Naval Academy Business Services Division (NABSD):

(1) 30’ radius from all **exterior** doors and any associated loading docks.

(2) 15’ radius from all **interior** doors.

(3) Steerage dining area is to be made presentable after evening service.

   (a) All tables, benches, chairs to be cleaned thoroughly.

   (b) All trash to be emptied.

   (c) Beverage areas to be cleaned/sanitized.

   (d) Sweep/mop entire blue tiled area.

   (e) Excess gear to be stowed so area is presentable the next business day. Mats/rugs to be stored, portable signage to be removed, condiment dispensers to be removed.

   (f) NAVFAC/PW contracted custodial services only include weekly sweeping and mopping of common areas such as hallways, Smoke Hall, and Memorial Hall.

g. U.S. Post Office (USPS):

(1) Responsible for the customer service area outside post office and P.O. Box area.
(2) Carts are not to block fire exits or doors and cannot be stored in the hallways after hours.

(3) USPS Flat rate boxes must be neat and orderly for presentation to customers.

(4) Material Lift that operates from basement level up to loading dock must remain clean and locked when not in use.

(5) Auto package pick up area must remain neat and clean.

(6) Self-help customer service kiosks shall be in working order and shall be stocked at all times or removed if this goal cannot be met within a reasonable amount of time.
CLEANING GUIDE

1. This guide provides you with the manufacturers recommended cleaning procedures. There may be multiple ways to clean these items, however these are the recommended basic requirements that should be followed.

2. Floors, Vinyl (Dorm Rm and Wardrooms):
   
   a. Swept/dry Swiffer – daily. Especially in high traffic areas and under desks. Don’t forget to clean behind your door.
   
   b. Wet mop/wet Swiffer – three times per week. Clean up spills as they occur. Floors are not required to be waxed to a high gloss. In the long run this causes more damage if not performed by professionals.

      (1) Mop solution - one cup vinegar to one-gallon hot water. Helps remove dirt/grime without leaving soap/wax buildup.

      (2) Protectant - You may use a finishing product however these tend to build up over time and eventually need to be stripped off. Mop & Glo is the preferred product. Light coat. This is NOT a requirement.

      (3) Strip solution - If you need to remove wax build up use 1/2 cup ammonia, one cup liquid laundry detergent to one gallon of hot water. Saturate floor with mixture but do not flood the floor. Just keep floor wet with solution. Scrub floor with green scrub pads in circular motion to remove wax. Floor scrapers could be used for thick areas. Once complete, mop floor with fresh clean water to rinse it.

3. Floors, Carpeted:
   
   a. Wall to wall carpeted floors should be vacuumed/swept at least once per week.

      (1) Each cost center is responsible for purchasing a vacuum.

      (2) Brigade spaces that are carpeted should check out a vacuum from the Battalion LCPO.

   b. Spills should be promptly cleaned up. Submit a service call for spot cleaning as needed. They will not clean your entire carpet. Carpet cleaning is only done every 24 months.

4. Showers:
   
   a. Scrub down shower with a general-purpose cleaner or similar product. Rinse.

   b. After each shower lightly spray shower with a light bleach mixture to hamper mold growth. Remember to spray the back of your shower curtain as well. Pull shower curtain closed to allow it to fully dry, reducing mold growth.
5. Sinks:
   a. Wiped out daily or after each use.
   b. Scrubbed weekly to remove buildup, hard water deposits.
   c. Wipe down faucet/handles weekly to remove water spots.

6. Vents:
   a. Air conditioning and heating vents are to be wiped down weekly.
   b. Supply air vents normally form condensation on the vent vanes and dust/debris and possibly mold may collect here if you don’t keep the vent clean. The more dust that collects here, the wetter it gets and then more dust collects and soon, mold growth. The interior of the supply vent is at a constant temperature and is clean. Most vents have a grey or black layer of insulation and is not dirt/mold. Keep windows closed. Having an open window increases your chance of condensation forming on vent louvers.
   c. Exhaust air vents, normally found in your shower, will get dirty quickly. Wipe them down once per week. If you see dust/debris past the vent louvers, submit a service call request, i.e. RM 1234: RMV DUST/DEBRIS FROM INSIDE SHOWER VENT. OCCUPANT CLEANED LOUVERS AND CAN STILL SEE DIRT IN DUCTWORK. ENSURE EXHUAST IS WORKING PROPERLY.

7. Windows:
   a. Blinds – Weekly. Dusting will reduce the need for a thorough cleaning. Lightly dust blinds with a feather duster, Swiffer duster or similar product. Be careful not to bend blinds.
   b. Glass - Clean interior glass monthly with window cleaner as directed.

8. Trash cans and recycling bins: Shall be washed out monthly
BANCROFT HALL FACILITIES HANDBOOK

Welcome to Bancroft Hall. You have been assigned to work or live in one of the most unique buildings in the Navy. The building is historic and listed on the National Register of Historic Places. Bancroft Hall is said to be the largest contiguous set of academic dormitories in the United States. Bancroft Hall, named after former U.S. Secretary of the Navy, and famous historian/author George Bancroft, is home for the entire Brigade of more than 4,500 midshipmen, and contains some 1,700 dorm rooms/offices, 4.8 miles of corridors, and 33 acres of floor space. All the basic facilities that midshipmen need for daily living are found in the hall. It is referred to as "Mother B" or "The Hall" by midshipmen.

Not only is Bancroft Hall the home to the Brigade of Midshipmen, it also is home to the Commandant of Midshipmen, staff and many other support personnel. In this building we have multiple Chapels, Academic Services, Theater, Café, a Dining Hall that can feed all 4,500 Midshipmen in 15 minutes, Rifle/Pistol Ranges, home to the Naval Academy Band, Medical and Dental Services, Psychiatric Services, Optometry, Orthopedics, a gym, U.S. Post Office, Retail Stores, Textbook Store, two laundromats, Bank, Uniform Store, Barber/Beauty Shop, Cobbler Shop, Ticket Office, and historical areas open for tourism. There is basically a small town within the grounds of the U.S. Naval Academy.

To keep a high standard in Mother B, we depend heavily on you. Your support and cooperation will help us maintain and improve this home away from home and work areas you all deserve. Please use common courtesies and follow the guidelines in this occupant handbook, as it was prepared to answer many questions relating to issues within Bancroft Hall. The Commandant Facilities Division is here to serve you. Please feel free to give them any comments or suggestions that will help improve the facilities and service available to you. Have a great tour!

J. P. MCDONOUGH III
Colonel, U. S. Marine Corps
Commandant of Midshipmen

Enclosure (9)
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Enclosure (9)
ASSIGNMENTS

1. Dormitory Residents. Whenever possible, residents will be housed with other members of their company, camp or command - unit integrity assignment. Occasionally, management may need to relocate residents to achieve unit integrity.

   a. Residents are to conduct a thorough room inspection as part of the check-in procedure within the first three days of arrival. See “Check-in” below for more details.

2. Staff Occupants. Commandant Staff, tenant command staff and any others assigned to work within Bancroft Hall are required to follow this instruction. Office assignments are initially made by Commandant Facilities and the Deputy Commandant of Midshipmen. It may be necessary to occasionally move assigned staff/tenant spaces within the building or elsewhere to accommodate the Brigade of Midshipmen and fulfill mission requirements. Assigned office spaces are not permanent.

3. General Information. Room and office usage are classified by approved criteria via Commander, Navy Installations Command (CNIC). Dorm rooms must remain dorm rooms, offices must remain offices. However, personnel assignments within an assigned area can be changed with the permission of the Battalion Leading Chief Petty Officer (LCPO) or Staff Department Head. Changes to dorm room assignments must be forwarded to Commandant Facilities within three days via the Brigade Master Chief (BMC). Residents/staff may not use rooms that are not assigned to them.

4. Battalion/Division Manager Visits

   a. The Battalion LCPO or Division Manager is responsible to visit all spaces in their assigned area of responsibility. These visits are designed to serve the resident and occupant’s command by checking on the material condition of the room/office. It is their responsibility to ensure that residents are living in clean spaces and abiding by regulations. During a visit, if a discrepancy is found, the LCPO/Division Manager shall correct the individual promptly and ensure service requests are submitted if needed.

   b. Serious violations or severe damage to the facility must be reported to Commandant Facilities to ensure prompt repairs are initiated and funding is requested if needed.

5. Check-In

   a. Dormitory occupants are required to update their Company Senior Enlisted Leader (SEL) of the room they are occupying. This must be done within three days of moving in. The SEL must notify BMC of any change of occupancy within one work day. At a minimum, BMC and Commandant Facilities need to know the room number, date occupied/vacant, sex of occupants and alpha number. The purpose of this is for tracking usage data, pest control issues, emergency management, and damage to room accountability. Occupancy usage is also used for funding repairs and consumable items.
b. In accordance with reference (g), summer dormitory occupants are required to update Commandant Facilities of assigned dorm room usage by program. At a minimum, Commandant Facilities needs to know the date occupied/vacant, camp name (e.g. Soccer/Lacrosse) and coach’s point of contact information prior to the camps start date.

c. Upon arrival, office occupants or dormitory residents will be provided a copy of the rules and regulations by their assigned 1st LT. New residents shall be orientated to their area immediately by their Resident Advisor, SEL, Coach or 1st LT. Fire exits will be pointed out, fire alarm pull stations, fire extinguishers, room smoke detectors and trash disposal procedures.

d. Within three days of checking in, office occupants/dormitory residents will report material discrepancies to their Squad Leader, Resident Advisor, 1st LT, Coach, or SEL. Items such as stained ceiling tiles, lose door knobs, burnt out lights, damaged walls/flooring, etc.

e. Each dormitory resident shall have a desk chair and mattress. Each dorm room shall have one trash can and one shower curtain. Residents may be held accountable for damages or discrepancies that are deemed beyond normal wear and tear during check-out. It is imperative that all discrepancies are noted during this check-in inspection to avoid disciplinary action or charges for repairs. Residents, campers, staff, or tenants may be held accountable for any room damages or missing items not reported after three days of occupying the room.

6. Check-Out

a. Midshipmen: Follow COMDTMIDNOTE 4050 – Move out Procedures for Midshipmen for up to date instructions. The Standard Operating Procedures normally directs midshipmen to coordinate a pre-checkout appointment with the Company SEL. During this appointment, a room condition inspection and furnishing inventory will be conducted. The SEL will inform the resident what conditions need to be met on the day of the final check-out. On the resident's last day, they shall have the SEL or the designated representative conduct a final inspection of the room. Inspection reports are to be forwarded to Commandant Facilities within three days.

b. Prior to vacating, the room must be cleaned. The following standards serve as a guideline as to what will be expected:

(1) Dust shelves, ceiling/shower vents, windowsills, blinds, and all other horizontal surfaces.

(2) Shelves and shelf pegs are in place in closets/bookcases.

(3) Clean and empty all lockers and drawers.

(4) Clean desk and mattress frame. No dust, debris or spills left behind.

(5) Sink, medicine cabinet, mirrors and under sink cabinet shall be clean, free of debris, dust and no gear left behind.
(6) Shower/shower curtain shall be free of mold, dirt, calcium buildup. Shower vent shall be clean and free of dust and dirt.

(7) Floors shall be clean, free of wax buildup, no scuff marks, free of excessive scratches (normally caused by lack of frequent cleaning). Area behind door shall be just as clean as the rest of the floor.

(8) Each room shall have one mattress and one desk chair per bed/desk unit and shall have one shower curtain per shower and one to two clean trash can/s (liner removed for inspection).

(9) The room shall not have any outstanding maintenance discrepancies unless proof of a work order can be shown (date submitted and work order number).

c. All midshipmen residents must meet the aforementioned standards of cleanliness and orderliness. Failure to conform to standards may result in the member being charged the cost to repair or replace government property.

d. Once the room passes move-out inspection the SEL/Coach will place a final inspection notice on the door and sign it as “PASSED.” The door will then be locked. The SEL/Coach will now be accountable for this room until turned over to the next SEL or occupant.

e. Residents will reimburse the government for any lost or damaged property or they may be charged via form DD 139 (Pay Adjustment Authorization) with the approval of the Commandant of Midshipmen.

f. Coaches or Company SELs that fail to uphold these standards can be held accountable if they fail to enforce this process.

g. Residents must arrange their own pack-out with the Personal Property Office. Commandant Facilities is not responsible for this process.
RIGHTS, REGULATIONS, AND RESPONSIBILITIES

1. Alcohol. No personnel within Bancroft Hall (regardless of age) may have alcoholic beverages in their rooms, offices or workspace. Alcohol shall not be consumed in any area of Bancroft hall except:

   a. Special Events approved by the Commandant of Midshipmen and hosted by MFSD or their approved users.
   
   b. Special events held in Smoke Park that are approved for alcoholic beverage use.
   
   c. Command Chaplains using wine during specific religious events.

   Note: Drunken misconduct in and directly outside Bancroft Hall is subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

2. Antennas (Satellite and Television). Outside antennas are not allowed; however, small indoor antennas are acceptable. Satellite dishes may not be mounted anywhere in or around Bancroft Hall. TV service is available in all Wardrooms (lounges) via the Midshipman Welfare Fund (MWF) and is available on all personal computers. Contact your IT representative for access. There are a few approved communications antennae that are used for emergency communications, fire alarm signals, etc.

3. Appliances

   a. Dorm rooms – Only approved appliances listed in reference (f) are authorized in dorm rooms.
   
   b. Offices – Only coffee makers and small refrigerators are authorized in office spaces.
   
   c. Lounges/Wardrooms/Kitchenettes – Current Midshipmen Regulations (MIDREGS) lists authorized appliances for these spaces. Norm: Coffee makers, microwave ovens, blender and refrigerators.
   
   d. Appliances must meet specifications listed in MIDREGS and must be purchased by the tenant (Company Wardroom, or Division).
   
   e. All appliances must be kept clean and free of crumbs, no open food containers or conditions that will attract pests.
   
   f. Each appliance must be plugged directly into the wall, not surge protectors/extension cords.
   
   g. Dorm rooms, Offices, Lounges/Wardrooms/Kitchenettes, auditoriums, and Laboon Center are not authorized for any other cooking outside the use of a microwave oven/coffee maker. A densely populated building such as Bancroft Hall is not designed for resident cooking.
Ventilation of cooking odors/smoke nor proper fire suppression equipment is installed. Authorized dining facilities are the only areas that are allowed to cook food (i.e. Steerage, Kosher Kitchen, Galley/King Hall, Banquet Kitchen).

h. Confiscation – When discovered, the Fire Department or Facilities Staff shall confiscate unauthorized cooking equipment without notice and discard it promptly.

4. Bedding. All dorm rooms are supplied with one mattress per bed. Company SELs are responsible for ensuring each room has the required bedding needed. Damaged mattresses may be replaced/swapped via the Commandant Facilities Self Help program. Missing mattresses will be reported as missing government property and investigated as required prior to mattress replacement. Linens are supplied by NABSD Laundry Services which are not part of Facilities.

5. Bicycle Parking/Storage. MIDN/Staff are required to use bike racks provided for locking/storing bicycles. They are not permitted to be stored in dorm rooms, offices, stairwells, passageways, walkways, or any areas where they block fire exits. Bicycles shall not be stored in or around Bancroft Hall during the summer. All bikes left behind will be considered abandoned and will be confiscated, held in storage for 30 days and then turned over to a nearby charity. Bike storage rooms will be cleaned prior to graduation each year by the responsible Company/Battalion. Staff are not authorized to store bikes long term in or around Bancroft Hall. Any bicycle with parts removed or left unattended for longer than 30 days may be removed by Commandant Facilities, stored for 30 days, and then it will be donated/discarded. The USNA is not responsible for lost/stolen bikes. Store them at your own risk.

a. Authorized Bike Storage areas:

(1) Outdoor bike racks may be used by both staff and MIDN. Located at both 7th and 8th wings and various other areas.

(2) Battalion Bike Storage Rooms are located at: 3019, 4015, 5040, 6040, 7004, 8003.

(3) The Brigade Bike Storage Room is located at the 8th wing mezzanine. This may be used by both Staff and MIDN.

6. Bulletin Boards. The Brigade and Staff may use the bulletin boards to publicize information of wide interest. They are meant for broadcasting and informing personnel. Bulletin boards are not assigned to one specific entity or individual. They are for all to use. A Battalion or Company may use a board to broadcast or inform personnel about who the Company 1st LT, Alcohol and Drug Education Program, Sexual Assault Prevention and Response, Class Elections, etc., and program contact information, but will not be solely used for this purpose. Boards may be used for promoting performances, blood drives, Plans of the Day, and other upcoming events. Bare walls, doors, and windows shall not be used for this purpose. Please read all official correspondence on these boards. Postings must be dated. Generally, they will not be posted for longer than a week, unless they are of continuing interest or have an event date listed. Once that date has passed, the posting shall be removed by the responsible party or may be removed by
others. Failure to comply may result in loss of use or disciplinary action such as being assigned to clean and/or paint walls.

7. Cleaning Bills. Company and Divisional Staff will populate the cleaning watchbill for the assigned AOR. Leadership shall enforce the watchbill and ensure that residents and staff comply. Residents and staff are expected to follow the cleaning bill and inform the chain of command of any issues. Limited custodial services are provided. Occupants are expected to maintain all their assigned areas of responsibility to present a professional appearance at all times. Clean, neat, and orderly is the goal. Divisions, tenant commands and work centers that are associated with a cost center, other than Commandant Facilities, are expected to pay for their own cleaning gear. The Brigade of Midshipmen are supported by Commandant Facilities for common use areas. Commandant Facilities does not supply cleaning gear for living quarters (dorm rooms) however we do supply a limited number of general-purpose items such as sanitizing agents, scrub pads, magic erasers for marks on walls and window cleaner.

8. Combustibles. Hazardous materials such as charcoal, lighter fluid, gasoline, propane, compressed gases, candles, sterno, camp stoves, generators or equipment that once held such combustibles and other flammable or toxic combustibles are not authorized within Bancroft Hall. Refer to references (f) and (h).

9. Common Areas. A common area is an area used by all or many occupants in the AOR (e.g. Wardroom, Kitchenette, Hallways, Stairways, and Heads).

10. Controlled Substances. The possession of controlled substances, other than those prescribed by a competent medical authority, is prohibited. Prescriptions shall be kept under control of the occupant or staff member (i.e. locked in con locker or desk drawer).

11. Dartboards. Dartboards are prohibited in Bancroft Hall.

12. Day Sleepers/SIQ
   a. Residents authorized to sleep late are not exempt from random room inspections or routine service calls. Staff may still enter these rooms. Occupants will be provided 15 minutes to get dressed if needed.

   b. Personnel who are SIQ shall post their chit on their door directly under the room number/name plate. “URGENT” services and inspections may be performed in the room between 1200-1600. Routine services may be deferred up to three work days at which time they will be treated as an “URGENT”.

13. Decorations. Any type of decorations on walls, doors, or windows shall not damage any surface of the facility and shall not hamper egress from spaces. Decorations shall not be controversial in nature, i.e. political, racist, sexist, and shall not detract from the building’s exterior appearance, i.e. posters in windows.
14. Doors. Dorm room and office doors are designed to withstand an intruder/active shooter for approximately 15 minutes. Enough time to allow first responders to arrive. If locked out do not attempt to break into your room. Repairs are very expensive and occupants will be held accountable. Contact Commandant Facilities, your 1st LT or the Officer of the Watch to submit an URGENT service request. Duty carpenters are available 24/7 for this urgent issue.

15. Dressing and Undressing. Please do not dress/undress in front of open windows. Visitors and new residents (i.e. Plebes, Drags, and Summer Campers) may need to be reminded of this. Shoes or sandals are required at all times outside of your room or office.

16. Electrical Equipment. Electrical appliances and other electronic equipment may be used in spaces provided all electrical safety guidelines are maintained. Check with your safety officer for the latest requirements. Irons and hair dryers must be unplugged after each use. Do not plug more than two items into an outlet. Extension cords are not authorized. “UL” rated surge protectors are highly recommended and come in a variety of cord lengths however “daisy” chaining them (i.e. plugging a surge protector into another) is not authorized.

17. Electricity. Your dorm room and office electrical outlets are supplied with 110 volts/15-amp circuits. They may be connected to a circuit shared in an adjoining room or office or others in the same room. Your circuit could trip if you and your neighbor have too many items actively using the same circuit. You may reset the breaker in the hallway however you should unplug items in the affected outlets prior to reenergizing the circuit. It is also recommended that you check the amp draw on the affected equipment and ensure that the equipment does not exceed 15 amps for that circuit. If the breaker continuously trips, submit a service call and do not reset it.

18. Emergency Preparation

   a. Preparing and incorporating preventative measures into your daily life will ensure that you and your team can successfully cope in the event of an emergency. For emergencies at the USNA using a house phone or office phone dial: 3-3333, or from a personal phone dial 410-293-3333.

   b. All Company, Division, and tenant commands are required to have an Emergency Action Plan. It is the responsibility of each unit commander to ensure their unit is prepared for an emergency. At times, Commandant Facilities may ask for your most recent plan. Plans should include:

      (1) Active Shooter.

      (2) Responding to Fire Alarm.

      (3) Evacuation Plan, Muster Locations, POC list.

      (4) Bomb Threat Procedures.

      (5) Force Protection Condition Level (Actions).
(6) Natural Disasters (i.e. Hurricane, Earthquake, Tornado, or Floods).


(8) Accidents and Medical Emergencies.

19. Energy Conservation

   a. Turn off lights and unused equipment in rooms/office when unoccupied.

   b. Turn off and defrost refrigerators before extended leave periods.

   c. Report all water leaks to your assigned 1st LT.

   d. Heating, Ventilation and Air Conditioning (HVAC) temperatures are set each year by Naval District Washington. These temperatures may fluctuate by two degrees of that set point. Report any issues with HVAC to your assigned 1st LT.

   e. HVAC is controlled and monitored by the Central Heating & Cooling Plant. Tampering with temperature sensors will set off an alarm code, will shut the room’s unit off and the occupant will be held financially responsible for the repair/labor costs involved.

20. Environmental

   a. The USNA Supports the Navy’s stewardship of the environment and protecting the Chesapeake Bay.

   b. Commandant Facility’s goals: Reduce the use of hazardous materials, reduce hazardous material spills, reduce solid waste and increase recycling.

   c. Storm drains at the USNA spill directly into the Severn River and Chesapeake Bay. Do not dump mop water, food debris, grease or any material into any storm drains. They are only meant for storm water. Mop water shall be dumped into janitorial sinks or toilets not urinals or showers.

21. Exchange of Assigned Rooms. Exchange of rooms between residents, unless authorized by the chain of command, is prohibited.

22. Fire

   a. In case of fire:

      (1) Sound the alarm at the closest pull station.

      (2) Close doors and windows and turn off appliances. DO NOT ENDANGER YOURSELF!
(3) **Evacuate the building within three minutes.** Failing to vacate may result in disciplinary action (this pertains to MIDN/Military and Civilian Staff).

(4) Report to your assigned muster point.

(5) The Fire Department will hold a minimum of three drills per year. These drills will be unannounced. Failed drills will be repeated until occupants pass the drill.

23. Flags. Hanging national flags outside of or seen from outside room windows is prohibited. Flags will not be nailed to walls, used as bedspreads or window curtains.

24. Flammable Storage. Combustibles shall not be stored in Bancroft Hall. Limited storage for combustibles/flammables is available to the Brigade via Commandant Facilities. See your assigned 1st LT for details.

25. Food. Food that requires refrigeration should be kept in sealed containers in a refrigerator. All other food shall be kept in air tight containers that do not allow odor to escape. This is to reduce luring pests to your room or office.

26. Furnishings. Moving or removing government furnishings or assets from assigned rooms or lounges is strictly prohibited.

   a. Dorm Rooms are supplied with one mattress and one desk chair per bed. One shower curtain per shower. One trash bin and one recycling bin per room. These items shall not be removed from the room.

   b. Office Spaces:

      (1) Brigade Offices - Battalion Officer, Company Officer, SELs, and Battalion Conference Room furniture is supplied by Commandant Facilities on a 10-year phased replacement plan. At a minimum these offices will be supplied with a desk, file cabinet, desk chair and two guest chairs.

      (2) Tenant Commands and all other cost centers are responsible for their own furnishings and disposal of old furniture.

   c. Lounges:

      (1) Wardroom furniture is considered personal use furniture and is not for public use. It is not government property. Ensure that MWF is aware of any purchases/disposal of gear that involves funding from MWF or could have been funded by MWF or outside donations.

      (2) In Smoke Hall, Memorial Hall, Laboon, and Mitscher Hallway, furniture is common use furniture. It is Government property and may have been donated by dignitaries, foreign nations, alumni or others. It should be treated as such at all times. This furniture shall not be removed or relocated.
27. Gambling. Gambling is prohibited in all Commandant Facilities.

28. Garbage/Trash/Recycling. Trash removal service is limited within the building. Contact your assigned 1st LT for specific services provided to your AOR. Dumpsters and recycling containers are located around the building and may be used by all MIDN and Staff. They shall not be used for personal household trash, garbage, or yard waste. Wings 7 and 8 have interior trash stations in the basement areas near the elevator. Improper disposal could result in fines to the USNA by the trash disposal company and local state environmental agencies.

   a. Mattresses must be disposed of in a separate container. Contact your assigned 1st LT for details. Do not put your mattress in any dumpster without proper guidance from Commandant Facilities. The USNA can be fined for improper disposal of mattresses.

   b. Furniture cannot be disposed of in regular dumpsters. Some government property must be sent to Defense Reutilization and Marketing Office (DRMO). Some furniture disposal incurs a cost. Contact your assigned 1st LT for disposal procedures. The USNA can be fined for improper disposal of furniture.

   c. Refrigerators must have all gases properly removed prior to disposal. Contact Commandant Facilities for disposal procedures. The USNA can be fined for improper disposal of refrigerators and receive large fines and investigations if refrigerant is not recovered prior to disposal.

29. Guests and Visitors

   a. Guests must be escorted at all times within Bancroft Hall.

   b. Visitors and Candidates must be escorted at all times however candidates have more freedom to use heads, wardrooms and facilities within the assigned Company area without constant escort presence.

   c. Assigned escorts must ensure Candidates comply with MIDREGS in regards to living standards and safety requirements.

30. Keys

   a. MIDN may be issued dorm room keys by their SEL. This is solely at the discretion of the Company chain of command.

   b. Staff will be issued keys specifically assigned to them via Commandant Facilities as per reference (j). Check in with Commandant Facilities for key assignment. When checking out or undergoing Permanent Change of Station, you must turn your key into Commandant Facilities and not pass it on to your relief. You are accountable for the key until you turn it back in.

   c. Our keys meet specific security guidelines that are above and beyond the basic locks found at a civilian residence. Our locks/doors meet specifications to deter intruders. Keys can’t be
duplicated by civilian locksmiths. Keys are specific to each door. These safety standards increase the cost of such items.

d. Lost keys can only be replaced with a memorandum from your Department Head or Battalion Officer to the Facilities Director requesting replacement due to loss. Multiple lost keys will be processed as negligence to government property and is punishable under the UCMJ.

31. Kitchenettes. Common kitchen areas such as in breakrooms of MFSD, NABSD, Supply and Operations areas must still comply with fire/safety code. Only authorized cooking appliances may be used in these spaces. See reference (h).

32. Laundry. Washers and dryers are available for residents in the 4th and 5th Wing coin-operated laundry rooms. These rooms are run by NABSD. Please report issues to them as per instructions posted in each laundry room.

33. Lockouts. Residents/Staff who are locked out of their rooms/offices may first ask the Company Mate of the Deck (CMOD) for access by using the Deck Master Key held by the CMOD or they may report to the Main Office and request that the Officer of the Watch (OOW) or Staff Duty Officer (SDO) unlock their room or office. The member must show the OOW/SDO that this is their assigned space. **MIDN shall NOT be provided with the master key to unlock their rooms on their own.**

34. Lost and Found. All items determined to be lost and found shall be turned in to the Main Office and logged in. Commandant Facilities does not maintain a lost and found.

35. Noise. Quiet Hours are from taps to reveille daily. Noise/music shall not be heard outside the room at any time, per MIDREGS.

36. Painting. As a reminder, Bancroft Hall is not owned by the USNA. Navy property is owned and operated by CNIC/NAVFAC. We are utilizing their building that they maintain with their sustainment funds. Self-Help painting is not authorized within Bancroft Hall (USNA-101X). If your space is found to be painted with the incorrect paint/color and the room needs to be repainted/repaired, the cost of restoring the space to its original condition will be incurred by the room/office occupant/s. Currently, the approved paint colors are Dover White and Egg Shell finish. This reduces storage requirements for various colors, reducing the possibility of offensive paint odors and the need for large flammable storage lockers, makes walls easy to clean and presents a clean, uniform professional appearance. Paint storage is not authorized within Bancroft Hall.

a. Exception 1: Wardrooms - are authorized to paint their spaces with proper approval and guidance from Commandant Facilities.

b. Exception 2: NABSD and Brigade Medical/Dental are authorized to paint spaces with different colors at their own expense via Commandant Facilities/NAVFAC/PW approval. Touch up paint will not be maintained by Commandant Facilities/NAVFAC/PW.
c. Wall Protection: Personal items hung on walls shall be done with “Command” Strips. When used as per manufacturer’s instructions, little to no damage occurs to painted wall surfaces. Damage from picture hanging hardware will not be repaired via Commandant Facilities (aka: tax dollars).

37. Parking. Midshipmen must adhere to parking requirements and follow all posted signs around Bancroft Hall. Faculty and Staff may park in unmarked spots or spots marked “F/S.” Faculty & Staff must obtain a “F/S” sticker for their vehicle from the Visitor’s Access Center. Illegally parked cars shall be ticketed. Parking tickets are awarded by a federal magistrate. MIDN are not authorized to park in any marked parking spaces with the exception of spaces marked “1/C” (First Class), or per MIDREGS.

38. Pest Control. Report any problems with rodents or insects to your assigned 1st LT or Commandant Facilities. Provide room specific location. Do not try to treat the area on your own with pesticides. There are specific requirements and procedures when applying pesticides within a densely populated dormitory. Pesticides and strong chemical odors also affect pest control K9’s from performing their inspection routine.

39. Pets

a. MIDN are not authorized to have pets.

b. Staff may bring their dogs to work with the approval of the Commandant of Midshipmen on a “by exception” basis. Please note that this is a privilege and not a right. The following stipulations must be followed:

(1) Have proof of all pertinent up to date vaccinations - rabies and canine distemper (DAPP).

(2) Your dog must be spayed or neutered. This reduces the possibility of aggressive and inappropriate behavior as well as spraying and spotting.

(3) Your dog must be on a leash when not in your work space or office. It cannot roam the hallways. Your dog shall not be able to access hallways even if leashed, if you are not present. A dog lunging out of a doorway, even if on leash, can be disturbing and disruptive.

(4) Your dog cannot be aggressive towards people or other dogs. Cannot be food aggressive.

(5) No excessive barking.

(6) Must be at least one year old. Work is not the place for training a puppy. Many puppies still chew excessively until the age of two years old.

(7) Your pet cannot annoy coworkers/residents.
(8) Dogs are prohibited in the Rotunda, Main Office, Memorial Hall, Smoke Hall, King Hall, Food Service Spaces, Retail Stores/Shops in Bancroft, Mitscher Auditorium, any religious spaces or the Academic Center without prior approval from Chaplain/Academic Center Staff. They should only transit from outside the building directly to your workspace.

(9) Service Dogs are permitted most anywhere in the building and are not considered pets as is stated in the Americans with Disabilities Act (ADA). A Service Dog is not the same as an Emotional Support Dog.

(10) Emotional support animals are considered the same as a pet. They are not covered by the ADA.

(11) All dog waste and messes must be cleaned up quickly and disposed of properly. Office trash bins are not the correct place for dog waste. Either seal it up tightly in a plastic bag and place in a trashcan in a head or flush the waste. Remember to not flush anything but waste and toilet paper. Paper towels will not fully flush.

(12) Pet owners are fully responsible for their pet’s actions. The Government/Navy will not be involved with any civil cases involving your pet on the USNA grounds.

(13) If Commandant Facilities or your supervisor tell you that your pet is banned from Bancroft Hall you must comply. There is no appeal process. This is a privilege and not a right.

(14) These rules must be enforced to ensure the safety of all our midshipmen and staff and to ensure that one pet owner does not ruin this privilege for all others.

40. Picnic Areas. The areas at the back of both 7th and 8th wings are for impromptu picnics. No reservations are required. It is a first come/first served area. Brigade and Staff may use these areas at any time. There is no need for burn permits as long as the installed, in ground BBQ grills are utilized. No portable grills/fire pits are authorized. Responsibilities:

a. The 3rd Battalion will be responsible for the 7th wing BBQ area.

b. The 6th Battalion will be responsible for the 8th wing BBQ area.

c. All users shall keep the area as clean as possible.

d. All ashes shall be fully extinguished before vacating the area. You may need to remove the last users’ ashes before use. Ensure they are extinguished before disposal.

e. Quiet hours for this space are from 2200-0800 in these areas.

f. BBQ grills are to only be used for food production. No bonfires or burning of any material other than charcoal designed for BBQ use.

g. Charcoal/lighter fluid will not be stored in Bancroft Hall. See your 1st LT for access to the Flam-Locker.
h. Tables and all equipment shall remain in place. Do NOT move the tables.

i. Failure to follow these guidelines and basic professional ethics could cause extra regulations and/or closure of areas.

41. Pictures/Room Decorations. Personal pictures or decorations must be in good taste, professional and non-offensive. Refer to section “35. c” above for guidance on installation. Do not drill holes in walls, wood frames, in the doors or wall tiles. Do not hang items from ceiling tiles or the ceiling grid. The cost of damage to the room/office will be assessed to the occupants. Painting or altering any portion of the space/furniture is not authorized.

42. Portable Heaters. The use of portable heaters in dorm rooms is prohibited as per reference (h). Staff must comply with reference (i).

43. Renovations. Renovations are scheduled and performed by CNIC or NAVFAC. Funding requirements are programmed on a cyclic schedule to ensure the building and our spaces are maintained. Bancroft Hall is on a different schedule than most Navy facilities. Many buildings are on a 10 or 20-year renovation rotation. Bancroft Hall is on a seven-year rotation. Even though we have a shorter cycle than most, we need to ensure we are good stewards of our assigned spaces.

44. Resident Advisors. RA’s (First Class MIDN) provide communication between residents and the chain of command. They serve as mentors to the residents within their Company and are given the first opportunity to resolve issues. They take the lead in ensuring their assigned spaces meet cleanliness standards. See enclosure (2).

45. Roof and Ledges. Access to the roof, ledges and attic spaces are off-limits to all occupants with the exception of maintenance staff.

46. Room/Office Inspections. Inspections are conducted randomly by Commandant Facilities Staff, Fire/Safety Department Staff and assigned divisional/tenant command staff. Occupants are responsible for the cleanliness of their assigned spaces and the contents of the space. These inspections are used to determine/ensure that Government property is being maintained properly. These basic standards should be met at all times:

   a. Floors are clean, mopped, vacuumed.

   b. No gear adrift.

   c. Furniture is clean and in good condition.

   d. Room inventory matches inventory list on back of door.

   e. Walls are free of dirt, marks and holes.

   f. Vents and air ducts are clean.
g. Windows, window sills, screens and blinds are clean and undamaged.

h. Mirrors are clean.

i. Shower curtains are clean and free of mold.

j. Shower is clean, free of mold and any hard water deposits.

k. Trashcans are clean and dry.

l. All food is stored in sealed containers.

m. If present, the authorized refrigerator is clean. No food debris or mildew on gasket, no spills or strong odors.

n. The microwave is free of spills or strong odors.

o. Kitchen/lounge area is free of food debris, stains, is organized and all appliances are in good working condition.

p. Material condition of the room - No evidence of unreported maintenance problems. A service request number with date shall be posted at the entrance of the room listing all reported issues.

q. Clothing is organized, stowed appropriately.

r. The passageway area directly in front of the room/office is clean/free of debris and the door is clean and presents a professional appearance.

47. Security. Occupants are encouraged to secure their room when not in it. Lock Con-Lockers, desk drawers, Personally Identifiable Information and their room or office doors.

48. Self-Help. Commandant Facilities operates the Self-Help shop which maintains a small supply of self-help items available to the Brigade and immediate Brigade Staff. Commandant Facilities Self-Help provides basic cleaning gear for wardrooms, hallways and heads. Self-Help also supplies accountable property such as mattresses and dorm room chairs. All other cost centers are responsible for purchasing their own cleaning gear items as are dorm room occupants. Dorm rooms and office cleaning is the responsibility of each occupant.

49. Signage. All official signage within the Hall shall be approved by Commandant Facilities. A standard font and color are used within the Hall to present a uniform appearance. Approved signs will be created and hung by Commandant Facilities. No other signage to include temporary signage, shall be installed without Commandant Facilities approval. Signs on installed bulletin boards are authorized.
50. Smoking. As per reference (k), smoking of any type is prohibited in and around Bancroft Hall. This includes hookah, electronic cigarettes, vaping and similar products. There are two designated smoking areas at the end of wings 7 and 8. There are no other authorized smoking areas around Bancroft Hall. Violators will be subject to disciplinary measures. Civilian staff will be reprimanded in writing and the incident will be reflected on the next evaluation. Repeat offenders may be barred from the building.

51. Storage. Storage of personal items in Bancroft Hall is prohibited with the exception of items in your assigned room/office. Once you have checked out of your room for the summer or after graduation you must remove all your personal items from the building. The Naval Academy is not responsible for personal items that are not in an assigned dorm room or office.

52. Storm Drains. All storm drains lead directly to the Severn River and Chesapeake Bay. Drains located at building crossovers drain directly into these storm drains. Mop water, food debris, oil, stripper/wax shall not be dumped into storm drains. This could lead to local Environmental Protection Agency action, investigations and fines to the USNA.

53. Surge Protectors. Residents are advised to use surge protectors to protect electronic equipment from damage caused by voltage fluctuations. It is the resident’s responsibility to purchase surge protectors. The USNA is not responsible for damage to appliances or equipment due to power fluctuations. Do not “Daisey” chain surge protectors.

54. Trouble Calls. Maintenance discrepancies shall be reported immediately to your assigned 1st LT. Routine maintenance repairs will be addressed and corrected within 30 days from approval. Follow up with your 1st LT for status reports.

  a. Urgent (Life/Safety/Mission) issues will be addressed within 12 or less hours depending on the issue. For stopped up showers, toilets, tripped breakers, slow leaks, etc., the area will be made safe and corrected within 15 days. Call Commandant Facilities to report the Urgent Issue: 3-7700/7701/7702/7706 or 2704/5.

  b. Emergency (i.e. Active flooding, Sparking, Loss of building power, etc...) cases will be handled within one hour and technicians cannot leave the scene until it’s made safe. Call Commandant Facilities at the above numbers. After hours contact the Main Office at 3-5001/2701.

55. Vehicles

  a. All vehicles parked around Bancroft Hall must abide by the posted/painted parking directions. Parking is very limited around this building. Force Protection guidelines reduce some of our space to park closer to the building. Failure to follow the general rules can result in fines and towing. Illegally parking for a day or a minute is still illegal parking.

  b. Vehicles must not leak oil, become inoperable, unregistered, unlicensed or abandoned. They will be towed.
c. Vehicles shall not be parked in grass areas.

d. Repair of vehicles in parking lots around Bancroft Hall, with the exception of tire changes, will not be conducted nor shall vehicle washing.

56. Vending Machines. The Navy Exchange operates the vending machines within Bancroft Hall. If you encounter a problem please call the number on the machine.

57. Weapons, Ammunition and Explosives. Any prohibited gear found within Bancroft Hall will be reported, confiscated and turned over to NSAA Security. Prohibited items include, but are not limited to:

   a. Firearms, pellet or BB guns, spear guns, bows and arrows, hatchets, axes, knives with 3+ inch blades or swords (other than ceremonial swords), throwing stars, etc.

   b. Explosives, fireworks, firecrackers, flash powder, and gunpowder.

58. Windows/Screens

   a. Occupants are not authorized to remove window screens, window security screws or window stops from windows. Removing these or tampering with them may result in disciplinary action. Windows shall be closed at all times during heating/cooling season. Occupants are required to report damage to window screens, security screws or window stops within three days of move-in. Report HVAC issues as needed to your 1st LT.

   b. Nothing should be seen in your window from the exterior of the building. E.g. Cardboard, reflective foil/aluminum foil, flags, shoes, cloths, food, soda cans, milk bottles, etc.

59. The use of rack curtains is not authorized.