

From: WO2 (RQMS) D MacDonald AAC
To: All New Living in Personnel
Date: 27 Jun 2011
Subject: INTRODUCTION TO THE UK SINGLE ACCOMMODATION (BLOCK 309)

Introduction Welcome to SHAPE and the UK accommodation block, below is information that will be of assistance.

1. Rooms.

- a. All rooms allocated to Permanent Staff (PS) are of single occupancy. The accommodation grade for JNCO's is Grade 3 for SNCO's living in building 309 it is Grade 4 and for SNCO's living in the flats it is Grade 3. Within the first 3 months of arrival the opportunity to challenge these grades can be done.
- b. Included in this is an inventory and personal electrical equipment sheet which is required to be completed and returned to the Accommodation NCO's office, situated on the first floor room 138 at the start of the next working day.
- c. Ensure that any damage to the room is noted on the inventory before it is submitted and that both sides of the form have been completed.

2. Movement Freight Organisation (MFO).

- a. Once MFO boxes arrive the individual will be informed by a member of the Quartermasters (QM) staff.
- b. All empty MFO boxes should be collapsed and placed in the QM's lobby situated on the ground floor.
- c. To enable occupants to retain as much space as possible, there is storage facilities for any packing cases i.e. televisions, stereos etc or items left in MFO boxes not required during tour. All boxes are to be clearly marked with name, rank, number and folded flat where possible and placed in the QM's lobby.

3. Fault Reporting. For any fault/defect in occupant's rooms or indeed anywhere in the block there is a fault reporting book that requires completing. The fault reporting book is situated in the Accommodation NCO's office, room 138

4. Block Amenities.

- a. Washing Machines & Dryers. These are situated in each of the ablution areas and in the laundry room on the first floor, room 210.
- b. Sheet Exchange & Laundry. Sheet exchange & laundry takes place every Tuesday.
- c. Television and TV Lounges. There are TV points in each room which are connected to cable, BFBS digital boxes are available from the accommodation NCO enabling occupant's to view 8 channels including BBC1 & 2 plus sky sports, In addition to this there are three TV lounges which all have Sky TV. These are located in the following areas

1. Senior NCO's Room 336.
2. Female JNCO's Room 332
3. Male JNCO's Room 236

d. Showers & Ablutions. The Senior NCO's and the Female JNCO have a shared facility in their respective sections which are segregated by signed cubicles. The urinals in these facilities are **NOT** to be used under any circumstances.

e. Telephones. There are a number of military telephones situated in each corridor which can be used to make civilian calls by purchasing a telephone card from the kiosk at Top Shape (Building 101) or The Rationed Item Store (RIS). If required there is a public telephone next to the Fortis Bank at the GB shopping area. It is also possible to have a private line connected to rooms. Accommodation NCO has details.

f. Postal. There is a post box situated on the ground floor, next to the duty bunk.

g. Dining Facilities. The dining room and kitchen is situated in block 308. The meal timings are:

1.	Breakfast	Mon – Fri 0700 – 0815hrs
2.	Lunch	Mon – Fri 1215 – 1315hrs
3.	Brunch	Sat, Sun & Bank holidays 1100 – 1230hrs
4.	Dinner	Mon – Fri 1730 – 1830hrs
		Sat, Sun & Bank holidays 1745 – 1830hrs

Personnel with special dietary requirements should contact the CPOCS on Ext 5102.

h. Bicycles. Bicycles are not to be left in corridors or stairwells. There is a lockable bicycle shed outside of the entrance leading to the duty bunk, the combination can be obtained from the Accommodation NCO. Proper bicycle locks should also be used.

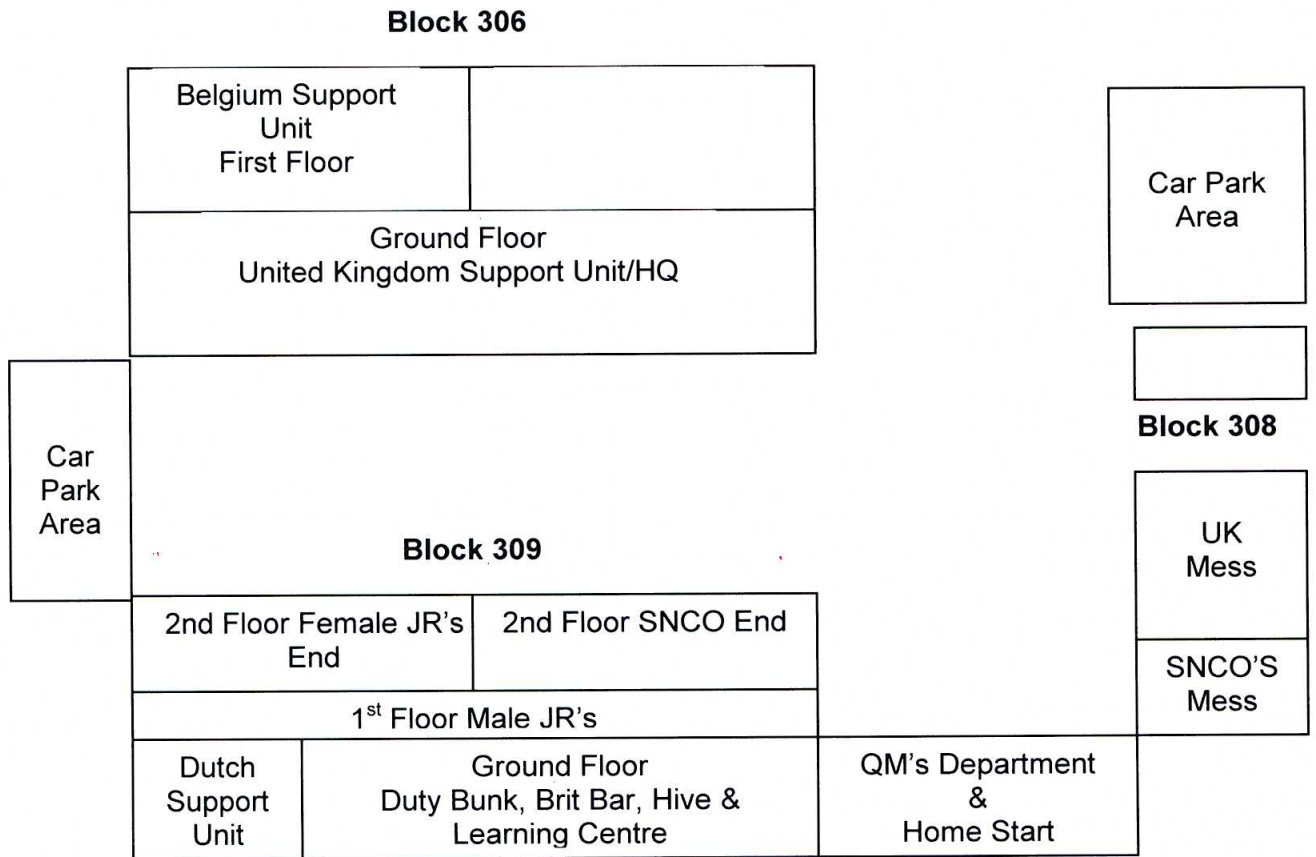
5. Senior Living in Member. The current senior living in member is WO2 Wrend contact number 4648.

6. Fire. The block is fitted with an electronic fire detection and alarm system. There is a set of fire orders behind room doors (not to be removed). In the interim period the main points to note are:

- A. Naked flames (i.e. candles) are prohibited in all rooms
- B. Corridors, stairways and exits are to be kept free of obstructions at all times.
- C. If the alarm is sounded, immediately assemble in the car park behind block 308.

7. Smoking. **Building 309 is a non smoking zone.** Anyone caught or it can be proved on march out i.e. smell, discolouration of walls will be presented with a redecoration bill (€800).

8. General Sketched Map of Immediate Area.



D MacDonald
WO2
RQMS