



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY, 40121-5000

REPLY TO
ATTENTION OF:

Expires 20 June 2005

ATZK-OSH (210)

20 June 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 6-03 - Family Housing Safety Maintenance
Inspection Program

1. This policy establishes procedures for conducting family housing safety maintenance inspections on all family housing units on the installation to ensure that high-risk appliances and safety related systems are safe and operational.

a. Inspections will be performed at least one time per year by an authorized representative of the Fort Knox Housing Office. Inspections will be conducted between the hours of 0800 and 1630. The inspector may enter the unit only with the permission of the resident. The resident granting permission must be 18 years or older and present during the inspection.

b. In cases where the resident is not home, the door will be tagged and the resident instructed to call for an appointment.

c. A Safety Maintenance Inspection Checklist will be filled out for each set of quarters inspected. Inspection records will be kept on file at the Fort Knox Housing Office for a period of 1 year.

2. Items to be inspected include ranges, fire suppression systems, smoke detectors, and furnace rooms.

a. Ranges and surrounding area will be inspected for excessive grease buildup and to ensure that the safety chain is mounted to the wall.

b. Fire suppression systems will be inspected to ensure they are in working order.

c. Smoke detectors will be checked for correct number in each unit, as well as replacement of batteries as needed. Each smoke detector will be checked for proper operation.

d. The furnace room will be checked for fire hazards, to include proper return air, unsafe storage of combustible items, and replacement of furnace filters.

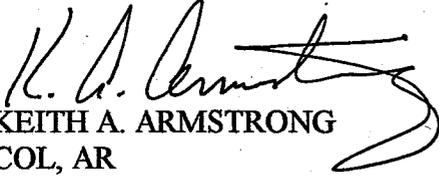
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3. This policy is effective immediately and will remain in effect until superseded, rescinded, or upon expiration.

4. Point of contact for this program is the Chief, Housing Division, Directorate of Base Operations Support, 502-624-7715.

FOR THE COMMANDER:


KEITH A. ARMSTRONG
COL, AR
Garrison Commander

DISTRIBUTION:

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CF:

DCG, USAARMC