

THE WHITE BOOK

CHAPTER 5

Barracks

SECTION 4:

Room Arrangement

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Position: TAC NCO

- I. **Organization.** The Command Sergeant Major, in conjunction with the Battalion TAC NCOs, are the proponent for policies on room arrangement and for this section of the White Book.
- II. **Functions.** This section provides procedures for the arrangement of:
 - A. Sink
 - B. Medicine Cabinet
 - C. Desk
 - D. Bed
 - E. Half Press
 - F. Full Press
 - G. Room (General)
 - H. Placement of Name Stickers
 - I. Company Supply Closets
- III. **Procedures.** The following room standards are applicable to each cadet's room. Cadets will arrange, display, and/or store ALL initial issue items in accordance with the below. Other than the few specified items listed below, there is **NO** difference between an MRI and SMI. Unless directed otherwise, rooms will be presented for an inspection as described below.
 1. **For an MRI**
 - a. Egg crate mattress foam must be rolled and placed neatly at the foot of the bed.
 - b. Lock box is closed and locked, all drawers pushed in and flush, items inside of drawers are not required to be inspection ready but should be displayed in a neat and orderly manner.
 - c. Blinds do not have to be pulled all the way up.
 - d. Trash can/recycle can will be empty of trash daily.
 2. **For an SMI**
 - a. **A copy of the Room arrangement excerpt MUST be present or pulled up on a cadet's computer.**
 - b. Sink and faucet must be dry and clean.
 - c. Egg crate mattress foam must be removed from the room.

- d. If cadet is present for the SMI. Lock box is open, lock is locked, zeroed and placed at the bottom right corner of the half press, flush with the edge. Drawers will stagger from top to bottom in a descending order.
- e. If cadet is not present for the SMI. Lock box is closed and locked, all drawers are pushed in and flush. All items inside drawers are subject to inspection and must be displayed IAW Section F of this chapter.
- f. Trash can/recycle can must be scrubbed clean of food, dirt, debris, etc. and lined with white paper on the inside bottom of the can only.
- g. Approved flags must be taken down.
- h. Dehumidifiers will be operating only when air conditioning is on or authorized directed, filter of dehumidifier will be clean, and water receptacle will be empty.

A. SINK

1. Items under sink should be stored neatly in DESCENDING height order from LEFT to RIGHT.
2. White paper on shelves under sink. [See Figure 5.4.1](#)
3. Water filters are not authorized during an SMI. Must be removed prior to inspection.
4. Sink and faucet clean/dry.
5. Towel AND washcloth (not mandatory) on rack. [See Figure 5.4.2](#)
 - a. One-fold in each item. Cutting edge of fold facing into the room. (Note: one-fold might require slight overlap of towel and washcloth (if utilized), which is acceptable).
 - b. Washcloth in front of towel. If there is no washcloth, towel is to be centered.

5.4.1



5.4.2



B. MEDICINE CABINET

1. Metal surfaces and mirror cleaned.
2. Shelf liner (white paper) on each shelf. [Figure 5.4.3](#)
3. As the mirror slides **RIGHT to LEFT**, articles placed in **DESCENDING** height order from **RIGHT to LEFT**. [Figure 5.4.4](#)
4. As the mirror slides **LEFT to RIGHT**, articles placed in **DESCENDING** height order from **LEFT to RIGHT**. [See Figure 5.4.5](#)

5.4.3



5.4.4



If mirror slides right to left, items descend right to left

5.4.5



If mirror slides left to right, items descend left to right

C. **DESK**

1. **SHELVES** organized in **DESCENDING** height order from **LEFT** to **RIGHT** regardless of the type of item (flush with front edge). **See Figure 5.4.6**
 - a. Up to 4 personal items per shelf. No taller than 18 inches or wider than 12 inches.
 - b. Clip boards may be neatly hung on the shelves but DO count as a personal item.
 - c. Swords may also be hung on the shelf and also count as a personal item.
2. **SURFACE** of the desk may have the following items on it (optional). **See Figure 5.4.7**
 - a. Clock
 - b. Lamp
 - c. Computer, gaming device with components and neat cable organization.
 - d. Computer monitor (maximum of 2) will not be greater than 27 inches and it must not extend past the outer edge of the desk.

5.4.6

Weight gain, dietary, or nutrition supplements, vitamins, and/or minerals contain in bottom drawer

5.4.73. **CORK BOARDS**

- a. Items placed on cork board must be neat and tasteful.
- b. No personal stickers are to be displayed.
- c. Magnetic items can be displayed on the front of the desk (maximum of 2).

4. **DRAWERS**

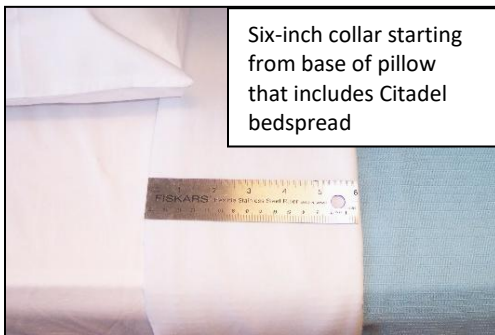
- a. Lined with white paper (including sliding shelves and keyboard drawer).
- b. Contents organized.
- c. Weight gain, dietary, or nutrition supplements, vitamins, and/or minerals are contained neatly in the bottom drawer of the desk. **See Figure 5.4.7 (above)**

5. **CHAIRS**

- a. Only Citadel-issued chairs allowed except for TAC-approved chairs for CO's and XO's.
- b. Tennis balls not authorized on the legs of chairs.

D. **BED.** Made/displayed daily as described below.

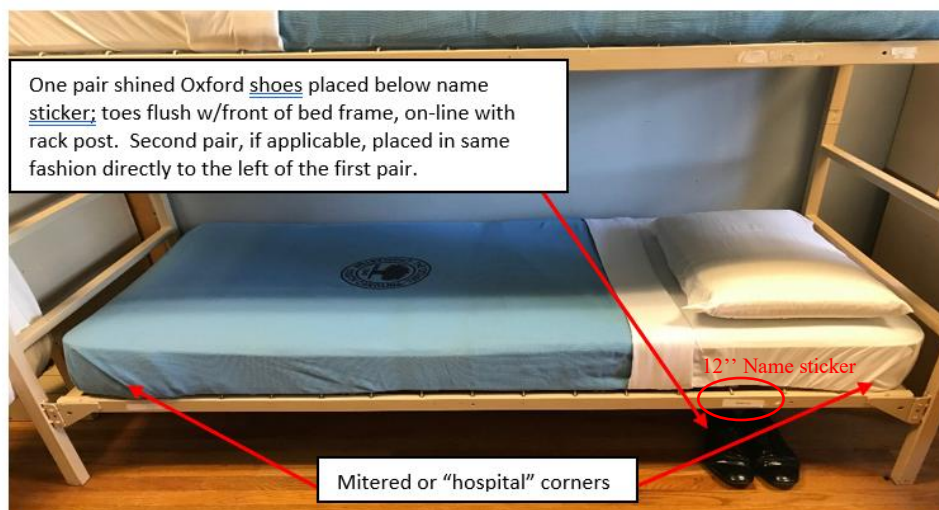
1. **Mattress cover IS to be placed on the mattress FIRST.**
2. Bottom white sheet - Four mitered or "hospital" corners.
3. Top white sheet - Forms six-inch collar w/Citadel bedspread at base of pillow. [See Figure 5.4.8](#)
4. Pillow centered both horizontally and vertically from folded-edge of the six-inch collar. The top of the pillow is flush with the top of the mattress. Open end of pillowcase facing the wall. Opening flap of pillowcase folded under the pillow. [See Figure 5.4.9](#)
5. Bottom corners of sheet and bedspread are mitered. [See Figure 5.4.10](#)
6. Name sticker placed on horizontal frame below respective cadet's pillow. Sticker is 12 inches from outer edge of bedpost. [See Figure 5.4.10](#)
7. Oxford shoes placed below name sticker with toes of SHINED shoes flush with front face of the bed frame. Cadet's w/additional pair of Oxford shoes will place the second pair with the toes of SHINED shoes flush with front face of the bed frame and directly to the right/left of the first pair. Tie and tuck laces of shoes inside the shoe. [See Figure 5.4.10](#)
 - a. Max of (1) cotton laundry bag per cadet hung on bedpost only.
 - b. Dirty clothes only (no trash, contraband, etc.).
 - c. Egg crate mattress foam must be rolled and placed neatly at the foot of the bed for MRI's. Egg crate mattress must be removed from the room for SMI's.



[5.4.8](#)



[5.4.9](#)



[5.4.10](#)

- E. HALF PRESS.** All initial issue items should be serviceable and displayed/arranged in the order described below. **For inventory purposes, the room key should be displayed on top of half press.**
1. **Four Drawers.** For inspections, all drawers lined with white paper.
 - a. Top Drawer/Lock Box: See Figure 5.4.11
Personal items arranged on the left, military items on right; neatly organized.
 - b. White gloves on top of black gloves, stacked underneath on military side of drawer, along with brass and handkerchief.
 2. Second Drawer (MALE): See Figure 5.4.12- Male
 - a. Top left: White T-shirts (**NO LIMIT**) folded and stacked.
 - b. Top middle: Citadel PT/Cadre t-shirts folded and stacked (**NO LIMIT**).
 - c. Top right: White ankle socks folded and placed with smile up (as shown) (**NO LIMIT**)
 - d. Bottom left:(L-R) Undergarments folded & stacked; compression shorts folded and stacked if present (**NO LIMIT**).
 - e. Bottom middle: Citadel PT shorts folded and stacked (as shown) (**NO LIMIT**).
 - f. Bottom right: black dress socks folded and placed with smile up (as shown) (**NO LIMIT**).
 3. Second Drawer (FEMALE): See Figure 5.4.13- Female
 - a. Top left: white t-shirts folded and stacked (**NO LIMIT**).
 - b. Top middle: Citadel PT/Cadre t-shirts folded and stacked (**NO LIMIT**).
 - c. Top right: White ankle socks folded and placed with smile up (as shown) (**NO LIMIT**).
 - d. Bottom left: (L-R) Undergarments folded and stacked (including bras) (**NO LIMIT**).
 - e. Bottom middle: Citadel PT shorts folded and stacked (as shown) (**NO LIMIT**).
 - f. Bottom right: black dress socks folded and placed with smile up (as shown) (**NO LIMIT**).

5.4.12 – Male 2nd Drawer

Figure 5.4.12 (Male Second Drawer)

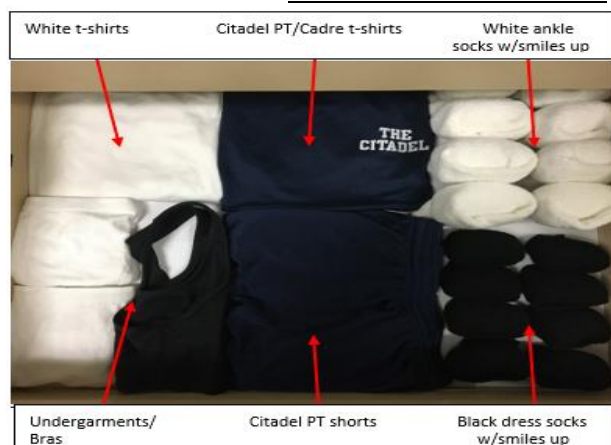
5.4.13- Female 2nd Drawer

Figure 5.4.13 (Female Second Drawer)

4. **Third Drawer:** See Figure 5.4.14

- Top Left: Duty shirts folded and stacked (NO LIMIT).
- Bottom Left: Summer Leave shirts folded and stacked (NO LIMIT).
- Bottom Right: Duty trousers folded to length of the drawer and stacked. White dress trousers placed beneath duty trousers (NO LIMIT).



Figure 5.4.14

NOTE: You MAY and SHOULD have more than one Duty Shirt, Summer Leave Shirt and Duty Trousers displayed in this drawer.

5. **Fourth Drawer Half Press:** See Figure 5.4.15 (Note: if you have a Five Drawer Half Press see item 6 below)

- Top left: Towels folded/stacked with washcloth (not required), pillowcase (if needed), sheets (if needed), and laundry bag stacked beneath.
- Bottom left (L-R): Citadel/extracurricular t-shirts (Summerall Guard, JSA, cadre, etc.) folded and stacked. Coyote brown OCP shirts folded and stacked (as shown) (NO LIMIT).
- Right: OCP and ROTC uniform folded to length of the drawer: blouses folded horizontally with sleeves tucked and placed beneath trousers.
- Citadel PT long sleeve shirt, sweat top & sweat bottoms folded w/Citadel logo facing up (NO LIMIT), placed beneath ROTC uniform.



Figure 5.4.15

6. **For those who have a Five Drawer Half Press** - arrange the fourth and fifth drawers as described below:

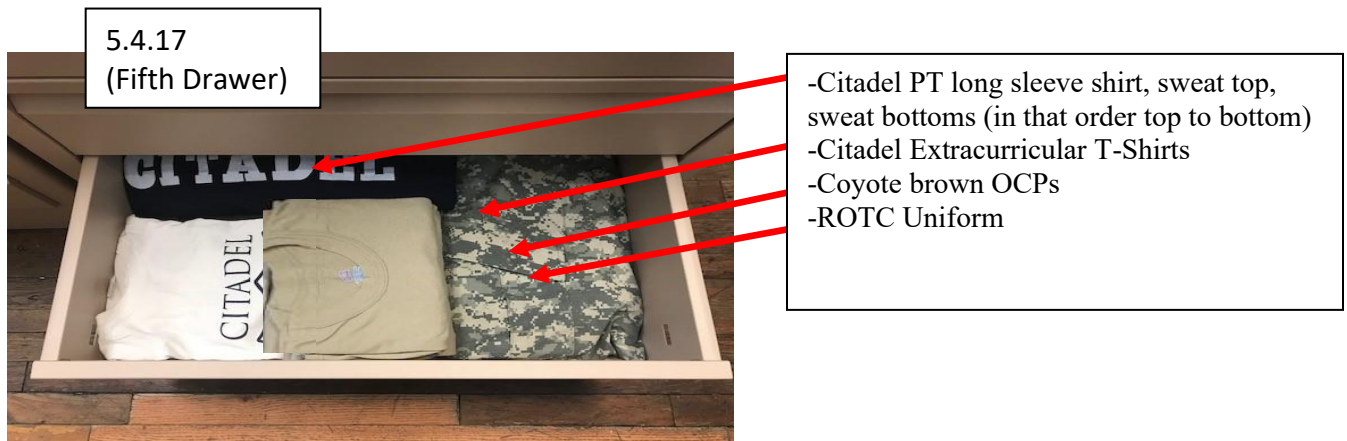
- a. Fourth Drawer: [See Figure 5.4.16](#): From left to right and top to bottom: Towels and washcloth **(NOT REQUIRED)** neatly folded; sheets and pillowcase folded neatly and stacked; laundry bags folded neatly and stacked.



Figure 5.4.16

b. **Fifth Drawer:** [See Figure 5.4.17](#)

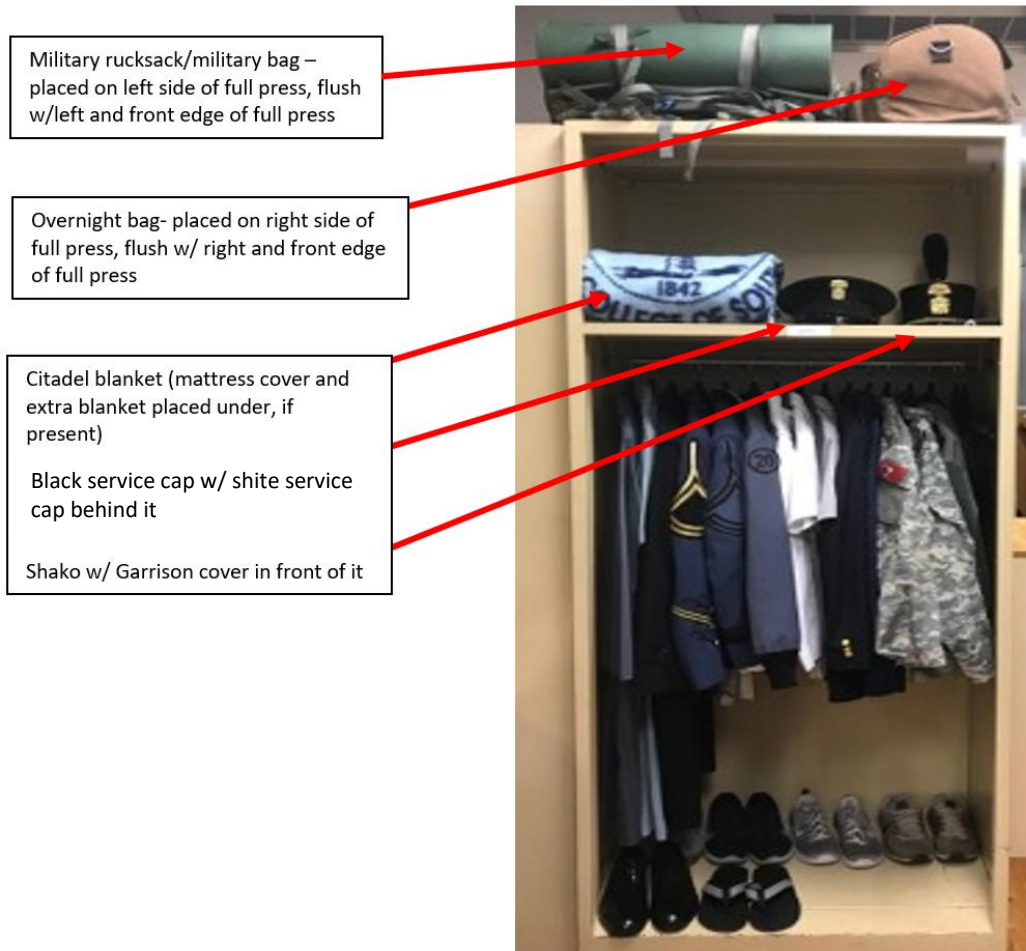
- i. Bottom left (L-R): Citadel/extracurricular t-shirts (Summerall Guard, JSA, cadre, etc.) folded and stacked.
- ii. Coyote brown OCP shirts folded and stacked (as shown) **(NO LIMIT)**.
- iii. Right: ROTC uniform folded to length of the drawer; blouses folded horizontally with sleeves tucked and placed beneath trousers.
- iv. Citadel PT long sleeve shirt, sweat top & sweat bottoms folded w/Citadel logo facing up, placed horizontally at the top left of the drawer.



7. Half Press Surface: One authorized appliance (e.g. small fan, coffee pot/maker, iron, deodorizer, etc.) per half press (except for TV components, video game system may be on same half press as TV)

F. FULL PRESS. All initial issue items should be serviceable and displayed/arranged in the order described below.

1. Top. Military rucksack and/or overnight bag/suitcase (overnight bag may not exceed 24" L x 12" H x 18" W). See Figure 5.4.18

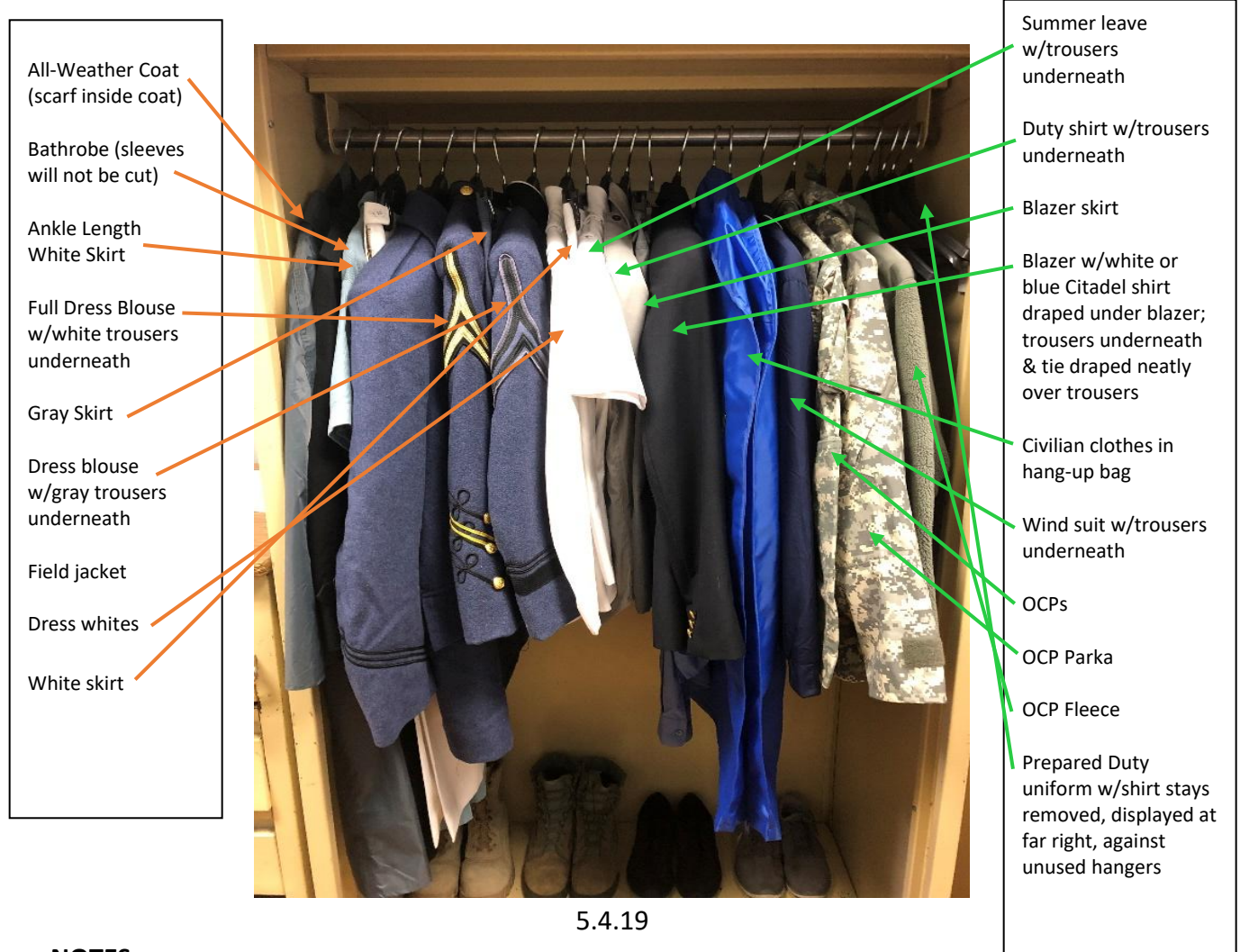


5.4.18

2. Top Shelf (L-R):

- a. Citadel blanket rolled to a width of approx. 16" with the '1842' showing forward; flush with front of full press. One additional blanket and/or a mattress cover may be folded and placed neatly beneath the Citadel blanket. Mattress cover ***only if you have more than one mattress cover*** will be placed on top of additional blanket if both are displayed.
- b. Black Service Cap (rain cover inside) in front of White Service Cap and flush with front of full press.
- c. Garrison Cap in front of shako. (Open SIDE positioned horizontally toward outer edge of the full press on right side).
- d. All brass shined; no blitzed/modified brass allowed.
- e. Name sticker centered on front of shelf.
- f. Military-issued dress covers, if applicable, placed behind Citadel blanket in their protective box.

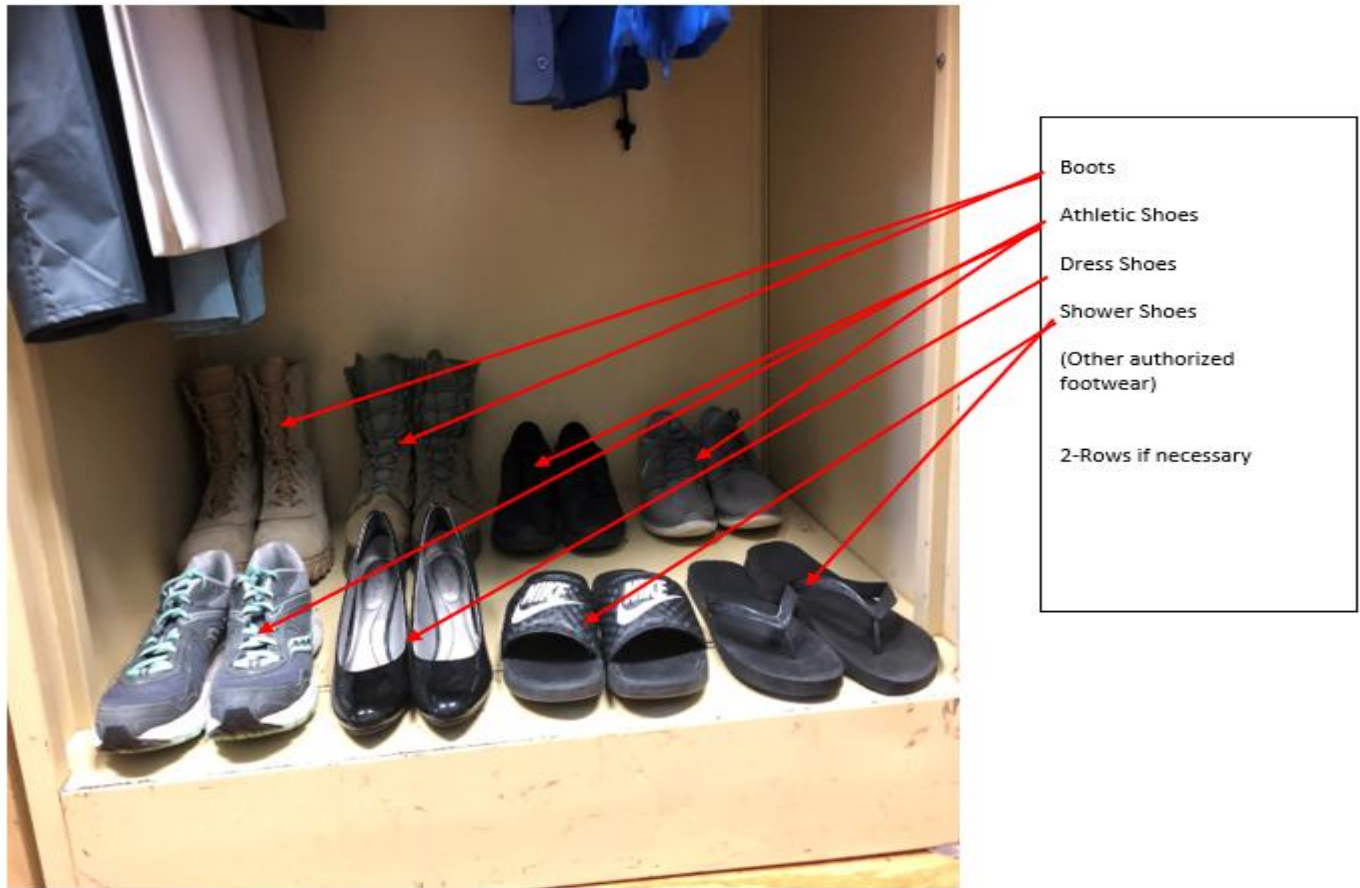
3. Hanging Space (L-R): See Figure 5.4.19



NOTES:

- Extra Ties neatly placed in top drawer of half press
- Buttons buttoned
- **NO COLLARS OR CUFFS** in hanging items
- Made duty will face in same direction as all uniforms (buttons face to the right). Insignia may stay on made duty; shirt stays removed
- Nametapes and all related OCP patches may be affixed to the OCP blouse while hanging in full press blouse must be zipped or buttoned.
- For dress whites, "S.C." in place on collar and dress white buttons shined and buttoned
- Military uniforms (other than OCP's) and/or additional white or blue Citadel shirts hung in garment bag
- Only black hangers sold in Cadet Store are authorized for use. Hangers evenly spaced, face in same direction as uniforms (right), and unused hangers - pushed to the right of made duty.
- Female cadets authorized to use skirt hangers, one per skirt, when hanging skirts in the full press

4. Bottom (L-R DESCENDING height order): [See Figure 5.4.20](#)



5.4.20

G. ROOM (GENERAL)

1. All items in room dusted.
2. Floors cleaned (no pledge), and baseboards dusted.
3. Window and transom window cleaned and windowsills dusted.
4. Blinds dusted and pulled all the way up (SMI ONLY).
5. Metal threshold to room is to be cleaned and adjacent gallery clean.
6. Ironing boards, military bags/equipment placed neatly by rifle rack (military items can be stored under rack or on top of full press).
7. Rifle rack locks locked and zeroed out, with no paper lining.
8. All Work Order items in rooms identified with a 3" x 5" card w/Work Order # and date Work Order requested, on card.
9. Refrigerators are NOT authorized. **In rare instances, The Citadel Surgeon can authorize electric coolers (max. 40-quart capacity) for medical reasons.**
10. Coolers (no larger than 6-pack size) placed on top of full press.
11. Small fans (no larger than 10 x 13) placed on half press or under the rack.

12. OCP cover, knob cover, camelbacks, knob bags, and PT belts authorized to be on hooks on back of hatch. See Figure 5.4.21.



Figure 5.4.21

13. Trash can and recycle can scrubbed free of dirt, debris, soil and lined with white paper for SMI. Trash can and recycling can will be free of trash daily.

14. All appliances turned off when room unoccupied and during SMI (with exception of clocks and dehumidifier).

15. Sports equipment may be stored neatly in an area of the room that does not cause clutter or impede safe passage to the door. The gear itself is not INSPECTABLE but the area around where gear is stored is INSPECTABLE.

16. Excess military gear (FLC, Kevlar, etc.) may be stored neatly on top of Full Press with straps cinched down and belt wrapped around military pack. Kevlar will rest neatly on top of the military pack/gear.

17. The flags of the United States, United States Army, United States Navy, United States Air Force, United States Marine Corps, and United States Coast

Guard, as well as 'Big Red', are authorized to be displayed in cadet rooms with the below stipulations:

- a. Flags cannot be larger than 3 feet x 5 feet in size.
 - b. Only one flag displayed per room.
 - c. Flag may be displayed on wall that runs the length of the room only.
 - d. Flag may not cover the window.
 - e. No holes, damage or adhesive residue will be left on wall.
 - f. Flags must be taken down for Saturday Morning Inspections.
18. No item(s) (e.g. framed pictures, hangers for ties, calendars, flags, etc.) other than those designated in the White Book, will be hung on walls, displayed in cadet rooms, or on room furniture.
19. C4/C5 cadets may arrange their room any way they choose as long as it complies with all safety requirements and there is at least a **36-inch** path clear to the door. All C3 and below **MUST** adhere to one of the four prescribed room arrangements provided herein.
20. Televisions - Only C4/C5 cadets allowed **ONE** television up to 32 inches per room.
21. Dehumidifiers – Clean air filter every two weeks. Dust surface of dehumidifier with a soft cloth weekly. Empty and rinse the inside of the water bucket with a mild detergent to avoid mold, mildew, and/or bacteria.
22. **Cadets will keep their textbooks, uniforms, and clothing in their barracks room and will NOT store them in athletic buildings, gym lockers, or vehicles.**
23. Items NOT allowed:
- a. Electrical cooking equipment.

- b. Folding chairs.
 - c. Large sport items (watersport equipment, bikes, etc.)
 - d. Candle(s), items with an open flame.
24. **Cadets may not possess/use tobacco, nicotine (Zyns), smoke, use e-cigarettes or smokeless tobacco on campus (Blue Book 1.9.1.1)**

H. PLACEMENT OF NAME STICKERS

- 1. Above towel rack.
- 2. Inside medicine cabinet on respective shelves.
- 3. Room orderly (on wall inside the door).
- 4. On horizontal frame of rack below pillow, 12 inches from outer edge of bedpost.
- 5. Desk (centered on lower shelf). Half Press (centered on top front face). Full Press (centered on front shelf). Rifle Rack.

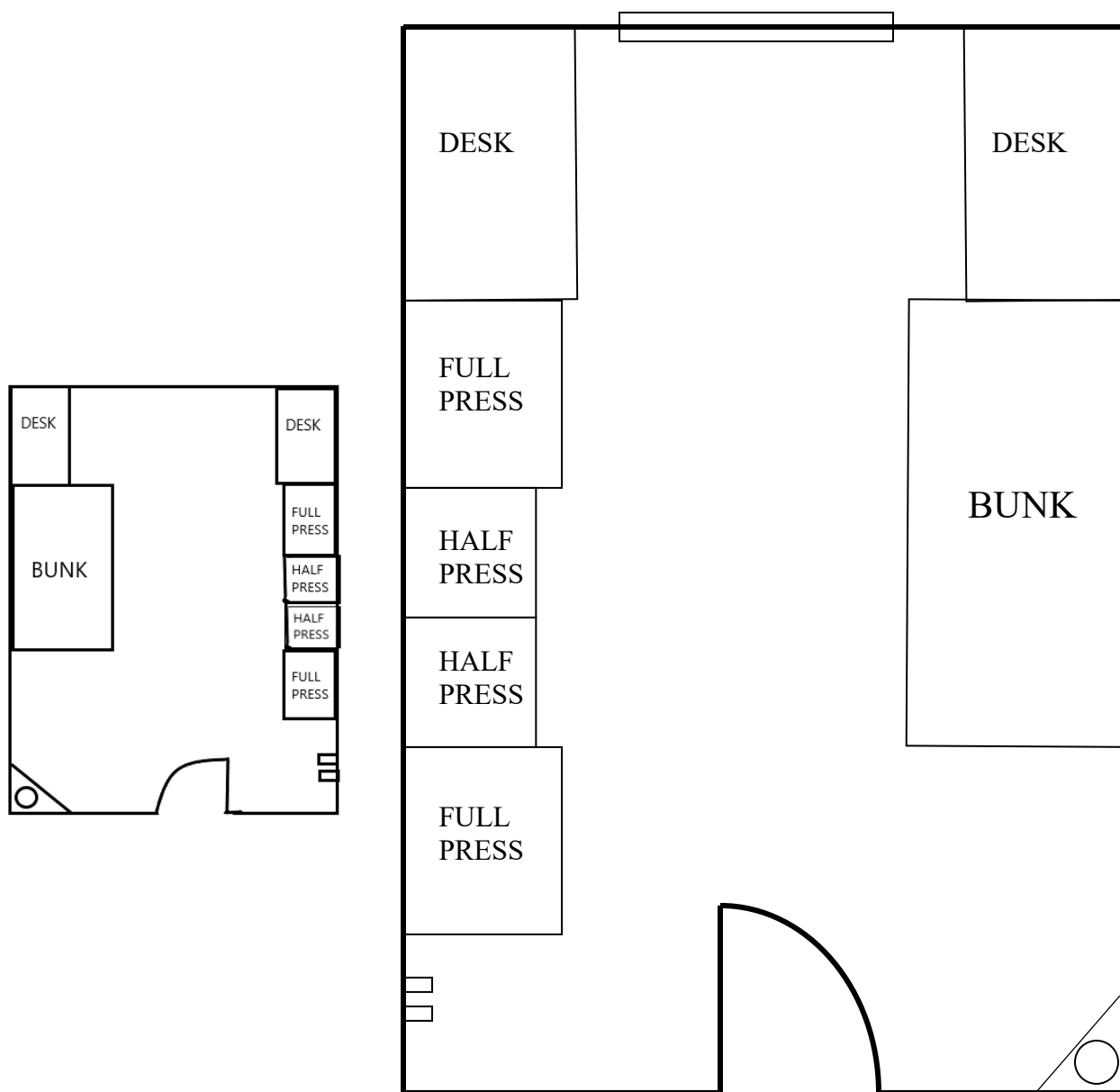
I. COMPANY SUPPLY CLOSETS

- 1. Company supply closets are for the cadets in a company to secure cadet personal equipment that cannot be stored in cadet rooms and does not need to be stored in the warehouse for long-term storage, such as empty luggage.
- 2. Personal items authorized are golf clubs, surfboards, and other large sports items, such as lacrosse sticks. Company supplies are to be stored in the Company Supply Closet too. The closet should be clean and well organized.
- 3. Items that cannot be stored in company supply closets are:
 - a. Any cadet personal clothing or military gear.
 - b. Cadet room furniture.

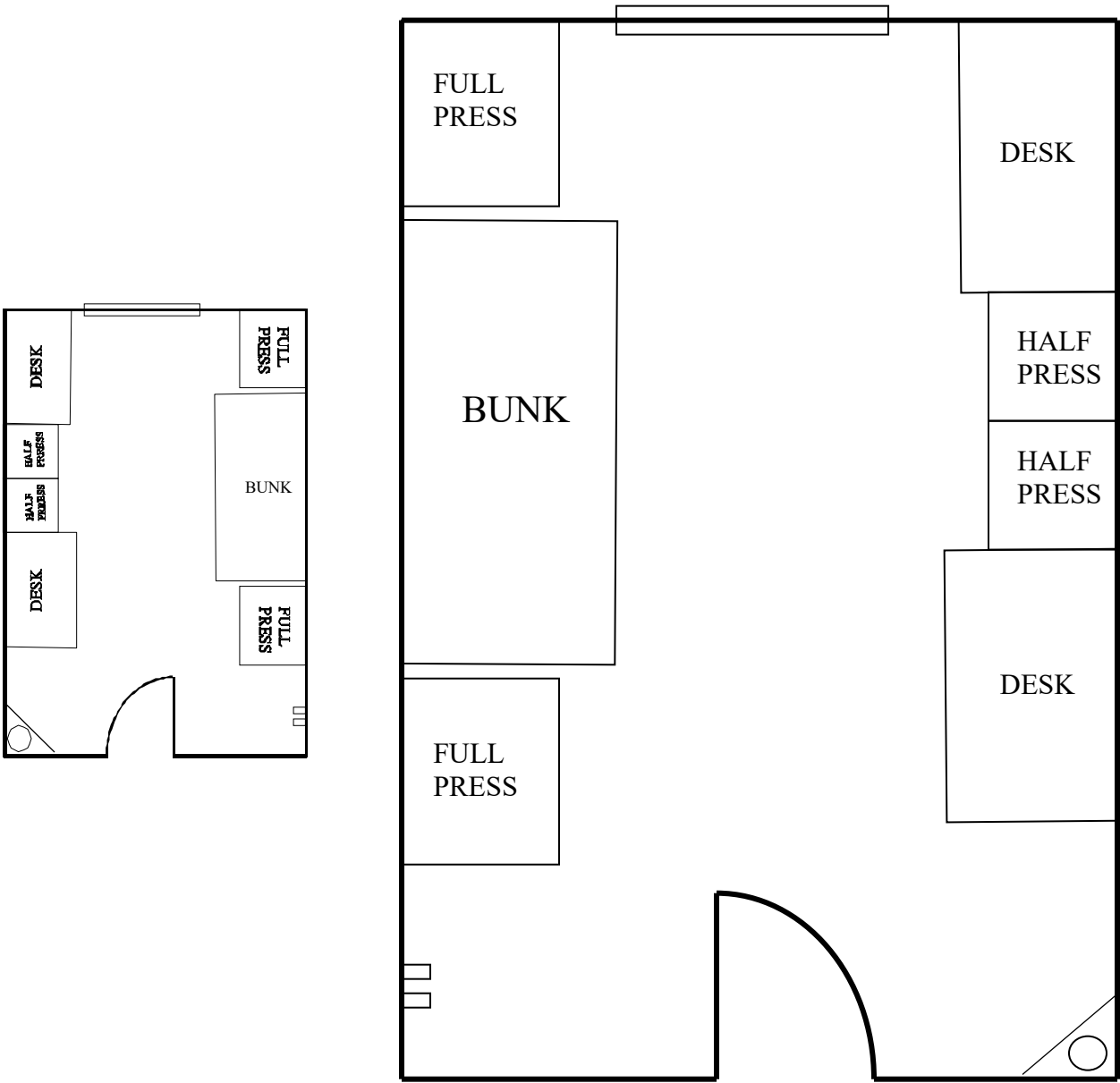
J. REOCCURRING ISSUES

- 1. Failure to not place all issued items (duty shirts, duty pants) in their proper areas such as the Half Press and Full Press.
- 2. Not pulling the bed frames from the wall and dusting.
- 3. IKEA, like storage bags, are NOT overnight bags as they are typically too large.
- 4. Room Keys not being displayed on half press.
- 5. Unauthorized items being stored underneath bunks.
- 6. Improper/Unauthorized Room arrangements.
- 7. Use of Candles.
- 8. MRIs not being conducted properly by allowing unauthorized items to remain in the barracks prior to SMIs.

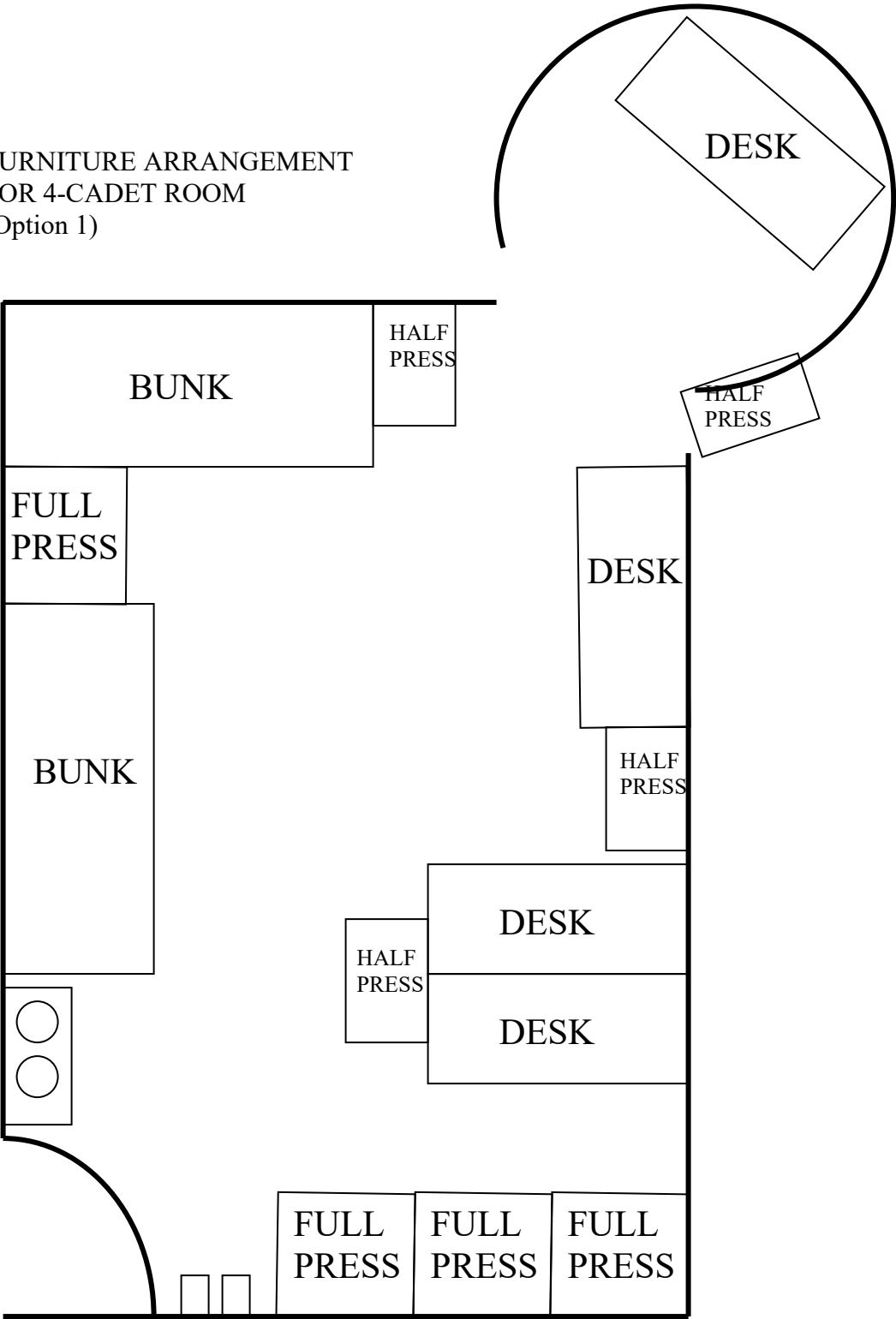
FURNITURE ARRANGEMENT
FOR 2-CADET ROOM (Option 1)



FURNITURE ARRANGEMENT
FOR 2-CADET ROOM (Option 2)



FURNITURE ARRANGEMENT
FOR 4-CADET ROOM
(Option 1)



FURNITURE ARRANGEMENT
FOR 4-CADET ROOM
(Option 2)

