

ROOM STANDARDS

The following room standards are applicable to each cadet's room. All initial issue items must be neatly displayed in the manner(s) listed below:

A. SINK

- Items under sink should be stored neatly in DESCENDING height order from LEFT to RIGHT
- White paper on shelves under sink Sink and faucet cleaned
- Water filters are not authorized for SMI, and must be removed for inspection
- Towel AND washcloth on rack
- One fold in each, facing forward into the room (one fold might require slight overlap of towel and washcloth, which is OK)
- Washcloth in front of towel Name stickers above towel rack

B. MEDICINE CABINET

- Metal surfaces and mirror cleaned Articles in descending order, left to right
- Shelf liner (white paper) on each shelf Name Stickers centered on shelves used by cadet

C. DESK

- Shelves organized in descending height order from left to right (flush with front edge)
- Top shelf: binders, spiral notebooks, oversized books, one picture
- Desk surface: clock radio, phone, lamp, computer components, organizational items, blotter (optional)
- Cork boards: no clutter; objects posted on cork boards are to be neatly placed
- Each cadet must have a laminated copy of the "Citadel Desk Top Emergency Reference Guide" on their desk. It must be placed (not taped) to the bottom left side of the desktop, square with the corner. One cadet (or two, if a 3 or 4 man room) must have the red border-side facing up, the other with the other side facing up. A copy will be issued to each cadet at the start of the school year. In case of loss or damage, cadets can purchase an additional copy from the Commandant's Department Arms Room.
- Drawers
- Lined with white paper (including sliding shelves and keyboard drawer)
- Contents organized
- Chairs
- Only Citadel-issued chairs are allowed with the exception of TAC-approved chairs for COs and XO's
- Tennis balls are not authorized on the legs of chairs

D. BED

- Made in SMI order
- Bottom white sheet: Four mitered corners
- Top: forms six inch collar with Citadel spread at base of pillow, bottom corners mitered
- The top of the pillow is flush the top of the bed, with the open end of the case facing the wall and tucked under the pillow
- Name sticker on horizontal frame below respective cadet's pillow, 12" from outer edge of bedpost
- Oxford shoes (1 pair per cadet) placed in forward corner of bed below name sticker
- Toes flush with front face of bed, SHINED, Laces tied and tucked inside the shoe
- Storage containers
- One per cadet Clear Plastic (with items neatly organized) – 32"x11"x18"
- Max of 1 laundry bag per cadet Dirty clothes only
- On bed posts only! (none on door)

E. HALF PRESS

- Drawers- For inspections, drawers must be stacked to display all initial issue items in the arrangement order(s) described below:
- Lined with white paper
- Top: personal on left, military on right, neatly organized
- 2nd: (L-R) under-shirts, under-shorts, bras (if applicable), balled socks (white above black), scarf, black gloves, white gloves then handkerchiefs (bottom right)
- Socks are to be balled as shown in the image of the second drawer, with "the smile" of the fold facing "up"
- 3rd: (L-R) Pajamas (OPTIONAL), laundry bag, sheets, pillow cases, towels with wash cloths underneath
- 4th: (L-R) Two horizontal rows of duty shirts, Vertical row of duty pants (buttoned, button side up)
- PT shirts, White summer leave shirts, brown ACU t-shirts under duty shirts
- PT shorts, white dress pants/skirt under duty pants
- Cadets are to live out of drawers, meaning that they **are authorized** to have several of each item in their drawer (i.e. a stack of t-shirts or underwear)
- These items must also be clean and pressed, and placed in an orderly manner

HALF PRESS CONT.

•Surface:

___ One authorized appliance per half press (with the exception of TV components, for example antennas, DVD players, video game systems, may be on same half press as TV)

___ Lock is to be closed, zeroed and placed on bottom right corner of top of the half press, flush with the edge

___ Name sticker on centered on the top of the front face of press

F. FULL PRESS

• Top of Press

___ Either • CLEAR plastic box (with items neatly organized) OR •Overnight bag or suitcase - No larger than half the full press

• Shelf (L-R)

___ Citadel blanket rolled to a width of approx 16" with the 1842 showing forward flush with front of press

___ One additional blanket may be placed, neatly folded, under the Citadel blanket

___ Black garrison (rain cover inside) in front of white garrison

___ Overseas cover in front of shako

___ All brass shined, no blitzed (modified brass) is allowed

___ Name sticker centered on front of shelf

___ Military-issue dress covers may be placed behind the Citadel blanket in their protective Box Hanging Space

___ (L-R) Raincoat, bathrobe, overcoat, full-dress (w/trousers beneath), dress blouse (w/trousers beneath), field jacket, dress whites, summer leave (w/trousers beneath), Duty shirts (w/trousers beneath), winter pts, Blazer (w/trousers beneath and tie draped neatly over trousers; note: ties can also be neatly placed in top drawer of half press or plastic bin), AUTHORIZED civilian clothes in a hang-up bag (furlough clothes that the cadet plans to wear when leaving on furlough and what he/she will wear upon return, including the optional authorized black purse for females), one set of ACUs, made duty shirt (worn for breakfast) will be displayed at far right, pressed against unused hangers with shirt stays removed

___ Buttons are to be buttoned; NO COLLARS or CUFFS in hanging items and insignia and shirt stays removed except for dress white.

___ For dress white, S.C. will be in place on collar and dress white buttons shined and buttoned.

___ Military uniforms (other than the aforementioned ACUs) are not to be hung freely in the press, they are to be in the civilian hang up garment bag.

___ All hangers are to be evenly spaced, face the right, and unused hangers to be pushed all the way to the right

___ Only the black hangers sold in the cadet store are authorized

___ Sleeves of shirts are NOT to be tucked back

• Bottom

___ (L-R) Boots, athletic shoes, tennis shoes, shower shoes, and other authorized footwear in descending height order with two rows if necessary

___ All laces tied and tucked inside the shoe/boot; boots shined

G. ROOM- GENERAL

___ All items in room to be dusted _____ Floors to be cleaned (no pledge), and baseboards to be dusted

___ Window and transom window cleaned and windowsills dusted

___ Blinds are to be dusted and pulled up all the way

___ Metal threshold to room is also to be cleaned and adjacent gallery clean

___ Room orderly posted in allotted space

___ Ironing boards, military bags/equipment to be placed neatly by rifle rack (military items can also be stored under the bed or on the top of the full press)

___ Rifle rack locks to be locked and zeroed out, with no paper lining

___ All OS&D objects in room are to be tagged

___ Coolers are to be placed on top of full press and are to be no larger than 6-pack size

___ Fans can be placed on half press or under the bed

___ ACU hat, Knob cover, camelbacks, knob bags, and PT belts are authorized to be on the hooks located on the back of the door

___ Trash can circles are required for SMI

___ All appliances turned off (with exception of clocks)

___ Sports equipment is to be placed neatly near rifle rack or under the bed behind the plastic container and shoes (surfboards and scuba gear are to be placed in company storage)

___ No flags are allowed to be displayed in cadet rooms

___ Seniors (as identified by the Registrar's Office) may arrange their room in any way they choose as long as it complies with all safety requirements.

H. PLACEMENT OF NAME STICKERS

___ Room orderly

___ Half Press

___ Above towel rack

___ Full Press

___ Inside Medicine Cabinet on respective shelves

___ Desk (centered on lower shelf)

___ Rifle Rack

___ On horizontal frame below pillow