



# Fort Knox Scouting Community

BLD 4022, Vine Grove Avenue  
P.O. BOX 41  
Fort Knox, Kentucky 40121  
502-624-4105 / 4203



## Fort Knox Scouting Center Standard Operating Procedures 21 SEP 04

This document sets forth the rules for use of Building 4022, also known as the Fort Knox Scouting Center, as decided by representatives for the concerned and/or occupant units, at a meeting held in the Main Common room in Bld. 4022 on 20 SEP 04. This meeting was called by the FKSC at the SEP04 meeting, and presided over by the Vice Chair of the FKSC.

These rules set forth the standard operating procedures for Scout Units occupying / using the building. All units should make sure that their Scouts and parents comply with these rules, are courteous, and respect the property of others at all times.

### **POSITIONS NEEDED**

The generation of this document uncovered positions that need to be filled in order for smooth operations. Those positions are:

- FKS Center R&U representative
- Meeting Room Scheduler

### **ACCESS TO THE BUILDING**

The building can be accessed from the bottom floor on the back or the side.

- The upstairs doors can be opened for parents and scouts if desired, but we currently do not have keys to any of the middle floor doors.
- Each person who has a key to the front door, should sign for it and have their information on file in the Keybox in the office (top floor).
- Building access/external door keys (outside doors) – There are a limited number of keys to the back door. Keys can be signed for from the Ft Knox Girl Scout Service Unit Manager (FKGSSUM) or from the building manager.

### **USE OF THE BUILDING**

The bottom floor of the building has common use rooms for meeting and rooms for storage. The Top (not middle) floor has an office area for leaders. Some storage space is also available. The middle floor (accessible from the front of the building street entrance) belongs to other organizations (MOAA, TROA, OCSC, ESC, etc.).



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- Although we have right of way to use the front street entrance, use of any rooms or areas on the middle level must be coordinated with the owners of that area. Please endeavor to keep our scouts from playing on this floor.
- Keys - All internal (room) door keys need to have a copy in the key box in the 3<sup>rd</sup> floor office. The intent is to always have a key in the event that maintenance or emergency crews need access to an area in the building under our responsibility.
- **Meetings** – it is our intent that no unit should HAVE to look for a place to meet, or to HAVE to hold meetings at a leader's residence. Should your unit choose to do so, that is perfectly within your right. However, as there are always more units on Fort Knox than we have rooms in the FKS Center, we must attempt to accommodate all who have a need to meet.
  - Rooms on the bottom floor are designated as either Common Use meeting rooms, Storage rooms, or the Community Room
    - ❖ Common Use meeting rooms – are located throughout the bottom floor, and can be used by any scout unit willing to adhere to the guidelines set forth in this document. We will attempt to “theme” certain rooms with a GS theme, and certain rooms with a CS/BS theme, but any unit as necessary can use any of these rooms.
    - ❖ Storage rooms – certain areas unsuitable for meeting are designated as storage areas, and are discussed in another section below
    - ❖ Community Room – is the largest room located on the bottom floor, on the backside of the building, and has a door opening out toward the golf course. This is also one of the 2 doors that we currently have a key for on the bottom floor.
  - To use a room for a meeting, you must contact the meeting use scheduler, and coordinate which day and time you will need a room. The coordinator will attempt to take into account your particular preference, but may not always be able to accommodate your wishes for a particular room, time, or day. However, we will make all efforts possible to provide you with the needed space to conduct meetings.
  - We would ask that you be aware of units that may need the same room you are using after your meeting is finished, and:



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- ❖ End on time, so as not to force another unit following you to start late
  - ❖ Clean up your room after your meeting, leaving the room better than you found it
  - ❖ Close any windows that are open.
  - ❖ Return any chairs borrowed from another room.
  - ❖ Do not accidentally lock the door – meeting rooms are common use rooms managed by scheduling, and locking a door will prevent other units that need meeting space from using the room when you are not using it.
- **Storage.**
    - Units have their own storage areas in the building.
    - If your unit owns storage space, we need to have a key in the keybox.
    - New or changing storage needs should be brought up at the FKSC meeting for room assignment resolution.
    - If there is a concern about security of a storage area then your key in the key box can be sealed in an envelope.
    - Some rooms have been designated as wall locker storage rooms. Your unit may acquire a wall locker and secure items/equipment there. If there is room to place more wall lockers in these rooms, and you can obtain a wall locker, by all means do so. The Garrison CSM has pledged his office's assistance with procuring wall-lockers.
  - Use of the community room for regular meetings will be accomplished through the regular meeting scheduling process. For use other than Regularly Scheduled meetings of the Common Area or the majority of the building (special events), the request must be brought to the FKSC meeting for scheduling. Events will be listed on the web calendar, and posted in the common room on the scheduling board.

## **BUILDING CLEANING & MAINTENANCE**

As always, the guiding principle behind this section is to clean up behind yourself and your unit, and teach the scouts to “**Leave no Trace**” and “**Keep America Beautiful**” while we keep “**Conservation**” in mind and “**Use Resources Wisely**”. Thus being so, there are always situations that arise where someone has not quite done all that they could or should have. In an



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attempt to catch these situations, and also remedy areas where there is no responsibility identified, or it is a Grey area.

- The FKSC will host a Spring and a Fall cleanup where occupant units participate in the general cleaning, maintenance, and improving of the building and responsible areas.
- Inside
  - Male Latrine, located on the bottom floor, will be maintained by the Cub Scouts
  - Female Latrine, located on the bottom floor, will be maintained by the Girl Scouts. The FKSU will come up with a roster of occupying units and what their days & responsibilities are.
  - All units clean up the room that you've used after you use it, to include common area, leaving it in better condition than you found it.
  - Each occupying unit will donate a box of garbage bags which will be placed in the utility closet across from the Male Latrine.
  - All GS units will donate a roll of toilet paper to generate a supply, which will be kept in the Female Latrine, for use in that facility.
  - All BS/VC/CS units will donate a roll of toilet paper to generate a supply, which will be kept in the Male Latrine, for use in that facility.
  - The FKSC R&U representative will attempt to utilize any supplies available from Self Help
  - Any R&U needs should be written on paper, dated with name & phone number of the requestor and tacked to the bulletin board of the Community Room in the R&U square (by the phone). You may follow this up with either a telephone call or an e-mail, but these 2 methods can not be the primary method of informing. The R&U rep should track the progress of work orders called in.
  - Some maintenance & improvements can be performed by units, but should be coordinated through the R&U rep. When in doubt, ask.



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- Outside – The Garrison Commander specifically stated during the meeting that granted us use of the building, that he wanted the Scouts to maintain the exterior areas of the building. As such we are responsible for the landscaping, and police of the grounds.
  - The Grass needs to be cut every 2 weeks – no need to rake –
  - Police Call through outside areas
  - Our area of responsibility is from the Treeline to the north (bordering the golf course) to the dividing line between the 4022 yard, and the golf cart shop on the hill on the South side of the property. It also extends from the treeline on the west (bordering the golf course) to the streets on the east side of the building (including the U drive).
  - Each occupant unit will take a spot on the list to cut the grass every 2 weeks during the months of MAR thru OCT.

## **PARKING**

- Handicap Parking for our units is located behind the building. No other cars can park behind the building except for loading and unloading purposes
- All other parking is to be in the front parking lot across the street. The center parking space in the U shaped drive in the front of the building (immediately in front of the front door) is also for loading and unloading.
- All parking in the U shaped drive should be reserved for those handicapped occupants of the middle floor, or those picking up or dropping off scouts.

As issues are brought to light, and the need arises to add to, or change this document, a new occupant meeting must be held by the Vice Chair of the FKSC to discuss issues, and modify the SOP. A majority must ratify changes and additions.