

INFORMATION PAPER – ARMY FAMILY HOUSING (AFH), BACHELOR OFFICER QUARTERS (BOQ), AND SENIOR ENLISTED QUARTERS (SEQ) TERMINATION CLEANING STANDARDS

Residents are responsible for cleaning their own housing and will leave the housing in a condition suitable for immediate reassignment. Residents must complete at their expense the minimum cleaning standards for all of the housing items listed on the attached USAG Ansbach Cleaning Standards for Clearance of Quarters.

Exceptions may be made and the housing cleaned at Government expense when major Maintenance & Repair (M&R) work is scheduled between occupancy, and a complete cleaning will be required after the work is completed.

The Garrison will not establish a procedure to allow residents to prepay a Government-approved custodial contractor for cleaning. Residents electing to use the services of a cleaning contractor are advised that:

- The Government will not be a party to, or mediation of, any contract or agreement between the resident and contractor.
- For the purpose of starting housing allowances, the termination of housing assignment shall be in accordance with guidance set forth in AR 420-1.
- For housing office administrative purposes only, the dwelling unit will be considered occupied until the date of the final cleaning inspection.
- Residents are restricted from contracting custodial contractors for cleaning that can be associated with the Housing Office to include Government contracted Between Occupancy Maintenance (BOM) cleaning contractors.
- Residents are responsible for any contracted cleaning not performed to standard. Residents will be held responsible for failed quarters due to substandard cleaning. Failed quarters for cleaning will result in rescheduling of final housing clearance.

Residents are responsible and/or liable for damage to housing or furnishings exceeding fair wear and tear during final housing clearance.

When a resident fails to clean or ensures a personally acquired custodial contractor fails to clean assigned housing prior to departure, the Government must arrange to have the housing cleaned. In such cases, the resident is liable to the Government for costs incurred.

Contact the USAG Ansbach Housing Division at DSN 467-3415 for questions.

USAG ANSBACH CLEANING STANDARDS FOR CLEARANCE OF QUARTERS

Floors, rugs, and installed carpet

Sweep or vacuum.

Remove stains, wax, and dirt sediments.

Damp mop floors.

Wax tile and wood floors evenly without streaks.

Clean area rugs and installed carpeting to remove dirt and spots.

Walls and ceilings

Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls.

Remove all nails and hooks.

Remove all dirt, smudges, and other spots.

Windows

Clean inside and outside surfaces, all windows and window frames so that they are free of spots, streaks, or film.

Clean window sills, curtain rods, and blinds.

Remove screens, brush and wash to remove lint and dust, and reinstall.

Doors

Remove all paper, tape, nails, gum, crayon marks, dirt, and heavy stains on both sides.

Clean interior and exterior doors and frames so that they are free of dust and stains on both sides.

Lighting/fan fixtures

Ensure all fixtures have operating light bulbs.

Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks.

Remove, clean, and replace globes and lamp shades.

Cabinets, closets, drawers, and shades

Remove all shelf paper, tape, staples, and tacks.

Remove all food particles, trash, and personal items.

Clear and wash all surfaces so that they are free of dirt and stains.

Mirrors

Clean to shine with no streaks.

Radiators, pipes, and heating vents

Wash radiators, pipes, and vent registers.

Remove dirt, sediments, and stains.

Refrigerator and freezer

Defrost and wipe doors.

Remove all food particles.

Unplug and leave door open.

Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils.

Clean and replace drain pan.

Clean surface beneath, above, and behind appliance.

Move appliance away from wall for cleaning and move back after cleaning.

Range

Remove all burned/crusted-on food from accessible surfaces.

Wipe down range.

Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks.

Move range for cleaning areas under, above, behind, and on either side.

Ventilation, air vents, and range hoods

Wipe down range hood.

Wipe down air vent grills and replace filters as necessary.

Remove completely grease, stains, and dirt sediments inside and outside.

Clean or replace permanent filters.

Dishwasher

Wipe down interior and exterior surfaces.

Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser.

Remove mineral deposits in bottom of machine and on inside of door.

Kitchen, bathroom, and toilet

Remove stains, lime and mineral deposits, and excessive soap residue from all equipment.

Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware.

Clean wall and floor tile.

Polish all equipment, fixtures, and wall tiles to a streak-free shine.

Trash cans

Empty and remove any crusted-on garbage.

Empty and clean.

Upholstered furniture

Wipe down and remove stains.

Clean to remove lint, dust, and dirt.

Remove spots and stains to the maximum extent possible.

Wooden furniture

Wipe down and remove stains.

Clean to remove dust, dirt, food particles, and streaks.

Lightly wax outside surfaces and polish to a shine.

Clean doors and drawers to be free of dust, dirt, or other foreign matter.

Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.

Bedsprings, box springs, and mattresses

Wipe down and remove stains.

Clean to remove dirt, dust, and other loose matter.

Outside area

Sweep and clear all debris from garages, carports, patios, balconies, and walks.

Remove oil or grease from paved areas.

Accomplish normal yard maintenance.

Self-help

Accomplish all self-help items per local requirements.

Miscellaneous

Remove all personal items before final inspection.

Other areas identified during pre-inspection