**Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Appointment Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_**

 The following areas will be inspected for out-processing the barracks.

**Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.**

Theterm - (\*clean (ed) means free from dirt, stain, or impurities: unsoiled. Free from foreign matter.)

 **Ensure you have cleaning supplies available for touch-ups as needed.**

 **Living Area**

* Ensure all personal items are removed from room prior to the final clearing inspection.
* Have room keys ready to turn-over to inspector.
* Ensure furniture/equipment assigned to the areas on DA Form 2062 Hand Receipt is inventoried and accounted for.
* Beds must be in a bunk bed configuration. ***Do not stack bunks that were separated upon arrival.***
* Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. Any wax, glue, stickers or other residue must be removed.
* Remove all debris and dirt under the mattress and spring. (Applicable beds only)
* Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
* Light fixtures will be cleaned\*.
* Doors, trims, base boards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and fingerprints etc.
* Ensure that the Air condition vents and filter are dusted, cleaned\* and turned off.
* Ensure entire bay is swept properly, to include under and behind furniture etc...
* Remove all trash from the bay. Trash cans must be clean\* inside and out with new liner installed.
* Ensure bay is mopped properly, if areas require such attention.
* Mattresses will be on bunks and covers will be wiped down.
* Bunks will be wiped down, free of dirt and dust
* Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean\* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (Applicable models)

**Continue on back page.**

 **Common Areas**

 **Note: Units and personnel, regardless of size and composition are responsible for cleaning the common area.**

 ***If you have a co-use* you are still responsible for doing your part to clean the common areas.**

**Units will coordinate tasks and ensure each unit is able to clear.**

* Refrigerator must be emptied, cleaned\* inside and out (with no spilled food; etc.) **(leave plugged in)**. Clean rubber door seals.

*If you have a co-use* ensure that your items are removed. Refrigerator is clean\* inside and out (with no spilled food; etc.). Clean rubber door seals.Keepdisturbance of your co-use’s food items to a minimum. **(leave plugged in)**

* Storage cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty.

 Place cleaning supply items back neatly in place.

* Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean\* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (Applicable models)
* Entire comound will be free of liter and debris, commercial trash receptacles will be closed and all items properly sorted for recycling.
* Smoking area will be inspected for butts, any smokeless tobacco residue within the gazebo will be cleaned and smoke waste receptacle will be emptied.
* Washers and Dryers must be properly cleaned, wiped down, free from soap scum and lint**.**
* Laundry room will be swept and new trash liner in trash can
* Bathroom area to include toilet, showers and walls will be properly cleaned and disinfected.

Ensure that your personal items are removed.

* Ensure mirrors, sinks and vanity are cleaned\* and spot free. Remove your personal items.
* Doors, trims, base boards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and fingerprints etc.
* Sweep all common areas, to include under and behind refrigerator, toilet, etc…
* Remove all trash from common areas. Trash cans must be clean inside and out, new liner must be placed inside.
* Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc…

 Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If you have any questions contact the RC-OPT Billeting Manager

 Location: Building 988 Inner Loop Road, NTC HQ, Room 109

 Hour of Operations: Monday – Friday, 0800 -1700