

# Assignments & Terminations Standard

The following areas will be inspected for assignments and terminations by the 1SG, Platoon Sergeant, or Squad Leader. Rooms will not be cleared or assigned if the standards are not met. All inspections are to be validated by the Company 1SG.

## Inspection checklist

1. Ensure that all trash is removed from the room. Trash cans must be clean\* inside and outside.
2. Ensure that drawers to all furniture and/or cabinets are wiped clean\* & completely empty.
3. Ensure that all hangers are removed from the closets or wall lockers.
4. Ensure that the room is swept properly (under beds, under furniture, in closets, behind refrigerator, etc.)
5. Ensure that the room is mopped properly (under beds, under furniture, in closets, behind refrigerator, etc.).
6. Ensure that the refrigerator is empty, cleaned\* inside and outside (with no spilled food or fingerprints) and defrosted (leave plugged in).
7. Ensure that the microwave is clean\* (inside and outside) with no grease or food splatters. All kitchen tops must be cleaned\* using a ceramic cleaner (no black burn marks visible).
8. Ensure that the sink area is properly cleaned\* and disinfected.
9. Ensure that the toilet and restroom area is properly cleaned\* and disinfected (to include tile walls). Mirrors must be clean\* and spot free.
10. Ensure that the shower or tub is properly cleaned\* (to include tile walls).
11. Ensure that the lights and trim boards are cleaned\*.
12. Ensure that window, blinds and window sills are clean\*.
13. Ensure that all furniture is wiped off. Any wax, glue or other residue must be removed.
14. Ensure that the AC vents and filter are dusted and cleaned\* and turned off.
15. Ensure that the rug, if applicable, is vacuumed and spot free.
16. Provide turn off notice for cable/phone service. Excessively long cable lines need to be removed from the room.
17. Turn in or Issue key(s).

(\*Clean(ed): free from dirt, stain, or Impurities: unsoiled. Free from foreign matter.)

Failure to meet the above requirements will require a re-inspection and will delay your clearing process. Soldiers that are not leaving post the day they clear and need a place to stay should contact their Command Team for a Transient room.

# Assignments & Terminations Standard

## Inspection Checklist (with roommate)

The following areas will be inspected for assignments and terminations by the 1SG, Platoon Sergeant, or Squad Leader. Rooms will not be cleared or assigned if the standards are not met. All inspections are to be validated by the Company 1SG.

1. Ensure that all trash is removed from your side of the room.
2. Ensure that the drawers to your furniture and/or cabinets are wiped clean\* & completely empty.
3. Ensure that all hangers are removed from your closets or wall-lockers.
4. Ensure that your side of the room is swept properly (under beds, under furniture, in closets, behind refrigerator, etc.).
5. Ensure that your side of the room is mopped property (under beds, under furniture, in closets, behind refrigerator, etc.).
6. Ensure that your items are removed and the refrigerator is clean\* inside and outside.
7. Ensure that the microwave is clean\* inside and outside (with no grease or food splatters). All kitchen tops must be cleaned\* using a ceramic cleaner (no black burn marks visible).
8. Ensure that the sink area is properly cleaned\* and disinfected.
9. Ensure that your toilet items are picked up and area is properly cleaned\* and disinfected (to include tile walls).
10. Ensure that the lights and trim boards are cleaned\*.
11. Ensure that your furniture is wiped off. Any wax, glue or other residue must be removed.
12. Ensure that windows, blinds, and window sills are clean\*.
13. Ensure that the AC vents and filter are dusted and cleaned\*.
14. Ensure that the rug, if applicable, is vacuumed and spot free.
15. Provide proof of non-liability for cable/phone service. Excessively long cable lines need to be removed from the room.
16. Turn in or Issue key(s).

(\*Clean(ed): free from dirt, stain, or Impurities: unsoiled. Free from foreign matter.)

Failure to meet the above requirements will require a re-inspection and will delay your clearing process. Soldiers that are not leaving post the day they clear and need a place to stay should contact their Command Team for a Transient room.