

NOTICE TO OCCUPANTS OF CAJMTC BUILDINGS

BUILDING CLEANING/CLEARING PROCEDURES

THE USING UNIT IS RESPONSIBLE FOR ENSURING THAT ALL FACILITIES AND SURROUNDING AREAS ARE CLEANED TO THE STANDARDS LISTED BELOW.

1. TRASH/CANS: EMPTIED, CLEANED, AND HAVE A LINER/TRASH BAG IN THEM, REMOVE PERSONAL ITEMS FROM BLDG (PERSONAL PILLOWS ALSO).
2. SHOWER STALLS: SHOWER/SHOWER CURTAINS WILL BE SCRUBBED FREE OF ALL SOAP FILM AND RINSED THOROUGHLY. MATS WILL BE HUNG ON HOOKS.
3. TOILETS AND URINALS: SCRUBBED WITH BRUSH AND CLEANSER OR BLEACH, RIMS AND OUTSIDE WIPED DOWN.
4. SINKS: SCOURED, RINSED FREE OF DETERGENT RESIDUE AND DRIED, BAR SOAP REMOVED FROM SINK.
5. MIRRORS: WIPED CLEAN AND FREE OF STREAKS.
6. FLOORS: SWEEPED AND MOPPED WITH SOLUTION OF BLEACH OR PINE-SOL.
7. ALL BEDS, FOOT LOCKERS, WALL LOCKERS, TABLES, DESKS, CHAIRS, ETC: OPENED, FREE OF PERSONAL/UNIT ITEMS.
8. DESKS: TOP OF DESK CLEANED AND DRAWERS EMPTIED AND OPEN.
9. REFRIGERATORS: CLEANED OUT AND EMPTY.
10. PILLOWS: PLACED ON END OF BED TOWARD CENTER OF BAY.
11. CLEARING BARRELS AND OUTSIDE OF BUILDING: ARE TO BE FREE OF TRASH AND CIGARETTE BUTTS.
12. SUPPLY LOCKERS: ORGANIZED AND FREE OF TRASH AND PERSONAL ITEMS.
13. WINDOWS AND DOORS: CLOSED AND LOCKED, REMOVE ANY NOTICES OR UNIT DESIGNATIONS.
14. REPORT ALL DAMAGE/DEFICIENCIES TO BILLETING OFFICE
15. ALL EQUIPMENT AND PERSONNEL MUST BE OUT OF BLDG. BY CLEARANCE APPT.
16. ALL LOST KEYS WILL BE PAID FOR (\$28 DOLLARS) BEFORE BLDG IS GIVEN FINAL CLEARANCE.
17. DO NOT MOVE FURNITURE (BEDS, WALL LOCKERS, DESKS, ETC.).

BILLETING OFFICE – X1486

