

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**



KADENA AIR BASE INSTRUCTION 32-6005

19 FEBRUARY 2015

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Civil Engineering

**UNACCOMPANIED
HOUSING MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 32-60, *Housing*. It establishes procedures and responsibilities for assignment, termination, occupancy, visitation and cleanliness of Unaccompanied Housing (UH) on Kadena Air Base (AB). It defines duties and responsibilities of all occupants residing in UH. It applies to all Airmen, units and branches of service living on, stationed at, or attached to Kadena AB. Failure to observe prohibitions and mandatory provisions in **Paragraph 8** of this instruction by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations of any portion of this instruction may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Unaccompanied Housing Policy:

1.1. In accordance with AFI 32-6005, *Unaccompanied Housing Management*, all unaccompanied United States Air Force E-4s and below assigned to Kadena AB are designated Priority 1, space required, for reasons of military necessity and will reside in the dormitories on Kadena AB, except as outlined below.

1.1.1. Current residents in the grade of E-4 with at least 3 years of service desiring to move into Community Housing (CH) may request to be added to a waiting list

maintained by the Unaccompanied Housing Office (UHO). The member must have at least 12 months remaining on island at time of approval, and the request must be approved by the member's First Sergeant or Commander. When the overall Kadena dormitory occupancy rate is above 95 percent, senior members (by time in grade) on the waiting list will be designated Priority 3, space available, and released to move off base.

1.1.2. Inbound E-4s and below on unaccompanied orders are restricted to an unaccompanied baggage shipment at 10% of their full Joint Federal Travel Regulations (JFTR) weight entitlement. All other belongings will be placed in non-temporary storage or otherwise secured by the member before arriving on Okinawa. Members arriving with household goods in excess of the 10% allowance will be processed on a case-by-case basis by the UHO.

1.1.3. Accompanied E-4s and below living in Military Family Housing (MFH) whose status is changed to unaccompanied during their tour, will be assigned to the dormitories or CH, based on the recommendation of their commander and the situation, as determined by the UHO.

1.1.4. Pregnant members at the 20th week of pregnancy, regardless of rank or marital status, may submit a squadron commander approved request to the UHO to relocate into CH or MFH, based on current MFH policy.

1.1.5. In cases of undue hardship, members may submit Exception to Policy requests to the Kadena Housing Office. Approval authority to allow off-base residency is delegated to the 18th Civil Engineer Group Commander.

1.1.6. Staff sergeant selects with at least 12 months remaining on island will be designated Priority 3, space available, and authorized to move off base. Staff sergeant selects with less than 12 months remaining on island will be designated Priority 1, space required, and authorized to move into NCO quarters (UNCOQ), if available.

1.2. Limited UNCOQ are available on Kadena Air Base. As such, assignment to these quarters is on a space available basis, unless the member has been designated Priority 1, space required, for reasons of military necessity, readiness, or discipline by his or her commander/first sergeant, or 95 percent occupancy cannot be maintained.

1.2.1. When the UNCOQs are at capacity, unaccompanied members seeking residency on base may visit the UHO and request to be placed on a waiting list. As rooms become available in the UNCOQs, individuals will be assigned in the following order:

1.2.1.1. NCOs designated Priority 1.

1.2.1.2. NCOs now designated unaccompanied due to early return of dependents.

1.2.1.3. All other NCOs that are designated Priority 3, space available.

1.2.1.4. Staff Sergeant Selects.

1.2.1.5. E-4s (occupancy offered by date of rank).

1.2.2. An UNCOQ occupancy period of 1 year is required before a resident can apply for CH. UNCOQ occupants that have met the 1-year residency requirement, have been approved by their first sergeant/commander, and have at least 1 year remaining on station, can apply to move into CH at their own expense.

2. Responsibilities:

2.1. Squadron Commanders/First Sergeants:

- 2.1.1. Ensure that all rooms utilized by their unit are inspected at least monthly, using the checklist at [Attachment 2](#) or a similar product.
- 2.1.2. Ensure all levels of unit leadership accomplish morale visits with dormitory residents at least monthly.
- 2.1.3. Work with dorm leaders to schedule and provide bay orderlies as required by Unaccompanied Housing Management to ensure dormitory appearance is maintained.
- 2.1.4. Support resident quality of life by ensuring maximum participation for scheduled G.I. parties, campus events, and dorm council activities.
- 2.1.5. Recommend/assign responsible residents to key dormitory council positions as required.

2.2. Base Civil Engineer (BCE):

- 2.2.1. Prioritize dormitory work orders appropriately to provide a level of service comparable to Military Family Housing (MFH) maintenance.
- 2.2.2. Ensure Change of Occupancy Maintenance (COM) work requests are responded to and completed, or materials ordered within seven calendar days of receipt. If materials are ordered, completion shall be within seven calendar days after receipt of materials. COM may include, but is not limited to, window screen repairs and/or floor tile replacements.

2.3. Unaccompanied Housing office (UHO):

- 2.3.1. Manage day-to-day operations of permanent party UH facilities, to include dormitories and Unaccompanied NCO Quarters (UNCOQs). Determines eligibility, assigns, terminates and maintains waiting lists. Conducts initial, pre-final, final, and COM inspections.
- 2.3.2. Perform facility management for UH (IAW AFI 32-1001, *Operations Management*).
- 2.3.3. Ensure residents comply with directives and military living standards.
- 2.3.4. Enforce good order and discipline by exercising general supervision over residents.
- 2.3.5. Maintain close working relationship with Kadena's first sergeants, commanders and the Wing Command Chief.
- 2.3.6. Manage occupancy, by room, in enterprise Military Housing (eMH).
- 2.3.7. Account for furniture, appliances, recreation equipment and supplies for UH. In order to maintain accountability, ensures residents are issued furnishings using AF Form 228, *Furnishings Custody Receipt and Condition Report*, or an automated product.
- 2.3.8. Identify individual room and public area safety and health hazards to appropriate agencies.

- 2.3.9. Provide squadron commanders and/or first sergeants requirements for bay orderlies. Supervise assigned bay orderlies.
- 2.3.10. Perform space allocation assessments as required and makes recommendations to ensure optimum utilization.
- 2.3.11. Initiate a Report of Survey (ROS) or other appropriate reimbursement actions for resident damages to UH property.
- 2.3.12. Participate on Quarters Improvement Committee (QIC) and ensures all required UH inputs are properly captured.
- 2.3.13. Mentor, advise and lead dormitory councils.
- 2.3.14. Conduct annual assessment of furniture and provides results to the Furnishings Management Office (AFI 32-6004, *Furnishings Management*).
- 2.3.15. Identify furnishings requirements to leadership and pursues funding through PACAF Life Cycle Budget Tool (LCBT) and WG unfunded requirements.
- 2.3.16. Identify budget requirements, purchases and controls UH supplies, including initial issue and replacement linens for dormitories. Provide cleaning supplies to bay orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, wax and furniture polish.
- 2.3.17. Make government-provided supply items available for individual resident use, including toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels, and other miscellaneous cleaning items.
- 2.3.18. Control master keys for UH facilities. Ensure master keys are signed out only to authorized members and documents the chain-of-custody on an AF Form 1297, *Temporary Issue Receipt*. Conduct a semi-annual inventory of master keys to ensure accountability.
- 2.3.19. Schedule and organize quarterly Installation Dorm Council (IDC) meetings chaired by the Wing Command Chief.
- 2.3.20. Organize dormitory competitions to encourage good stewardship of assigned resources.

2.4. Residents:

- 2.4.1. Ensure the cleanliness and maintenance of assigned quarters in accordance with the Dormitory Room Inspection Checklist ([Attachment 2](#)) and the UH Brochure.
- 2.4.2. Conduct self-help maintenance in accordance with the Dormitory Room Checklist ([Attachment 2](#)) and the UH Brochure.
- 2.4.3. Schedule an out-processing appointment with the dorm leader 30 days from departure and ensure the standards outlined in the Outprocessing Checklist ([Attachment 3](#)) are met. Failure to out-process with the Airmen Dorm Leader (ADL) or failure to pass the out-processing inspection may delay the resident's departure.
- 2.4.4. Comply with this Wing Instruction, the UH Brochure, and all local guidance within assigned campus.

2.4.5. Notify dorm ADL in writing when away from room for more than 3 days. Notice will include dates of absence as well as a point of contact charged with ensuring security and care of room during the period absent.

2.5. Dorm Executive Councils:

2.5.1. Maintain good order and discipline within assigned campus by addressing minor infractions directly, at the lowest level. Repeated violations or disrespectful behavior should be reported to the ADL/First Sergeant for action.

2.5.2. Be reasonably available to help residents in case of lockouts.

2.5.3. Hold monthly meetings with assigned ADL to discuss dorm improvement ideas and identify resident concerns.

2.5.4. Be prepared to assume the following responsibilities during typhoons/natural disasters:

2.5.4.1. Account for residents in assigned dorm.

2.5.4.2. Document and report facility & equipment damage.

2.5.4.3. Account for and distributing Meals, Ready to Eat (MRE) to residents in accordance with ADL guidance.

2.5.4.4. Execute other specific responsibilities outlined by the UHO.

3. Bay Orderly Program. The Bay Orderly program is set on a 7-day rotation as determined by the UHO. This is a mandatory requirement to ensure dormitory living conditions are maintained to the highest level. Members assigned to Bay Orderly must be physically and mentally able and willing to perform all duties assigned. The UHO provides overall program management and supervises residents performing these functions.

4. Assignment/Termination of Quarters.

4.1. Assignment.

4.1.1. Dorm leaders and new occupants will perform initial inspections to identify and document discrepancies with issued rooms and/or furnishings at time of assignment, or within 72 hours in unique circumstances.

4.1.2. Occupants will use an AF Form 228 to accomplish an acceptance inspection upon assignment. The condition of quarters and furnishings are annotated. Both the occupant and ADL will sign and date the form. The original copy is maintained by the ADL and used again for the final inspection. The occupant has three (3) calendar days after acceptance of the room to annotate the room's condition, any damage to the room's furnishings, fixtures, carpet, etc., and report the information to the ADL. Residents are not held liable for damages previously recorded on the AF Form 228 upon termination of assigned quarters.

4.2. **Termination.** Residents will provide at least 14 days written notice of termination to their dorm leader before being allowed to terminate quarters. Exceptions for short-notice departures will be handled on a case-by-case basis by the dorm leader.

4.2.1. ADLs will schedule a final inspection once notified of a resident's intent to terminate quarters. The member's first sergeant is notified immediately by UH Management of any discrepancies that would delay a clearance of quarters. Lost or damaged items not due to fair wear and tear, or structural damage, which is not corrected or correctable by the occupant, is treated as follows:

4.2.1.1. When liability is admitted and the amount is less than \$500, a DD Form 1131, *Cash Collection Voucher*, DD Form 139, *Pay Adjustment Authorization*, or DD Form 362, *Statement of Charges/Cash Collection Voucher*, is prepared by the ADL.

4.2.1.2. When liability is not admitted or the amount is over \$500, a Report of Survey, using DD Form 200, *Financial Liability Investigation of Property Loss*, is initiated to determine responsibility and monetary liability.

4.2.1.3. The UHO will not grant clearance until all actions outlined above are accomplished.

5. Furnishings Accountability. ADLs will issue standard government dorm furnishings to each occupant on an AF Form 228. Once the resident accepts the furnishings, he or she may be held financially liable for any damages outside of normal wear and tear (as determined by the UHO), and any missing items.

5.1. Residents will report any damaged furnishings or broken appliances to their dorm ADL, who will coordinate replacement or repairs with the Furnishings Management Office (FMO).

5.2. Dormitory occupants may be authorized use of privately owned furniture in their individual rooms as determined by the UHO. Government furnishings will not be removed from the room they are assigned in unless approved by the UHO.

6. Room Arrangement. Rooms may be arranged to suit the needs of the occupant. Room arrangements identified as safety hazards by unit leadership, the UHO, or other competent authority will be changed to meet safety requirements. Government provided furnishings or appliances will not be removed from rooms.

7. Building Maintenance. The proper upkeep of UH facilities is the responsibility of all residents. Discrepancies with amenities, facility damage, and/or neglect must be reported to the dorm leader, who will ensure the issue is corrected by coordinate with the proper agency (if necessary).

8. General Restrictions. Members who violate the prohibitions and provisions within this paragraph and its subparagraphs may face discipline under Article 92, UCMJ.

8.1. Social Visits:

8.1.1. Dormitory guests must be at least 18 years old, escorted by the sponsoring resident at all times, and are prohibited on campus between 2400 – 0600 hours. The sponsoring resident is responsible for the actions of the guests (e.g. ensuring dormitory quiet hours policy is enforced). Cohabitation is not authorized.

8.1.2. Dormitory residents may request a maximum of one 30-day social visit for off-island spouses during any 12-month period. If approved, the resident will be authorized to host his or her spouse in the dormitory and cohabitation rules will not apply. The resident will be required to take leave for the duration of the spouse's visit, and must

escort him or her at all times while on campus and ensure he or she complies with all base regulations and dormitory policies. A 30-day social visit request must include the following, and be submitted to the Unaccompanied Housing Office no later than 90 days before the start of the desired visit.

8.1.2.1. A photocopy of the spouse's identification.

8.1.2.2. A written request signed by the resident and approved by the resident's Commander or First Sergeant.

8.2. **Alcohol.** Residents under the age of 20 will not possess or consume any type of beverage containing alcohol. Providing alcoholic beverages to anyone under the age of 20 is prohibited and punishable under Article 92, UCMJ.

8.2.1. Alcohol will not be stored in common areas or shared dormitory kitchens and bathrooms when those areas are shared with a member under the legal drinking age of 20. It is the responsibility of the member to maintain control of alcohol in their possession.

8.2.2. Permanent party dormitory residents of legal drinking age (20 and older), are authorized to consume alcohol in the common areas of the dormitory, within the limitations of this instruction. The UHO and dormitory sponsoring unit commanders have the authority to restrict this policy on a temporary or permanent basis in order to maintain dormitory quality of life standards and good order and discipline. The following standards are to be followed and enforced at all times:

8.2.2.1. Underage drinking will not be tolerated. All residents are responsible for enforcing this policy.

8.2.2.2. Indoor common (i.e. dayrooms, kitchens, etc.) areas will not be used for events where alcohol is served in large quantities. For such events, outdoor patio areas, where available, are the only authorized locations. Residents are responsible for ensuring the area is clean and undamaged after use.

8.2.2.3. Alcohol will not be consumed in vehicle movement areas, on walkways, or in stairwells. Open containers are not permitted in these areas.

8.2.2.4. Dormitory squadron events involving the consumption of alcohol require an approval letter signed by the dormitory's unit Commander. The letter will be submitted to the UHO no later than three duty days before the event. The letter will designate an individual as the event point of contact responsible for the enforcement of this policy and to ensure the common areas are clean and items undamaged when the event has concluded.

8.2.2.5. Members are authorized guests in these common areas; however, the sponsor is responsible for accountability of their guests at all times.

8.3. **Drugs.** Possession and use of any illegal drugs/substances is prohibited and is punishable under Articles 112a and 92, UCMJ.

8.4. **Pets.** Possession of pets of any description is prohibited, with the exception of an aquarium with a maximum of 5-gallon capacity, containing goldfish or other small, tropical fish.

8.5. Weapons. UH residents are prohibited from possessing, storing, or otherwise bringing unauthorized weapons into the dormitories. The following is a list of weapons that are prohibited. This list is not all-inclusive:

8.5.1. Any weapons that propel missiles, bullets, BBs, pellets, paintballs, arrows, or any other projectiles that can be launched to cause injury to another resident such as slingshots, throwing stars, switch blades, razor blades, and knives designed for any purpose other than cooking aides. An exception to this would be an issued Air Force MC-1 survival knife or Leatherman style utility knives.

8.5.2. Any explosive devices, to include fireworks and ammunition.

8.5.3. Any combustible or flammable liquid or material. Rooms with kitchens may store lighter fluid and charcoal to be used in designated barbeque areas.

8.5.4. Blackjack, metal knuckles or other items used as weapons.

8.5.5. Any other object prohibited by law, or deemed to be inappropriate by the UHO, commanders, first sergeants, or other authorities.

8.6. Fire Hazards. UH residents are prohibited from possessing electrical or fuel-burning appliances (hot plates, microwaves, stoves, lanterns, etc.) that are not government installed or specifically approved by the UHO. Residents with rooms containing kitchens may utilize normal kitchen appliances, such as, toasters, blenders, etc.

8.6.1. The burning of incense, candles or any open flames in the dormitories is prohibited.

8.6.2. Light bulbs or light fixtures will not be painted or obstructed.

8.6.3. Removal or dismantling of smoke detectors or other safety equipment is prohibited. False alarms will be investigated, and responsible individuals may face disciplinary action under the UCMJ, and be charged for repairs.

8.7. Vehicle Maintenance. Vehicle maintenance performed in parking lots is limited to minor tune-ups (to include removal and replacement of minor mechanical parts i.e., spark plugs and wires, distributor caps, batteries, lights and bulbs) and emergency maintenance. Changing of any type of automotive fluids is prohibited anywhere in the dormitory campus area. Vehicle parts or tires will not be stored in dormitory rooms, common areas, storage cages, or anywhere else on campus, and if discovered, are subject to immediate removal and disposal by the ADL.

8.8. Other Inappropriate Conduct:

8.8.1. Any nudity, partial nudity, or the wearing of suggestive/revealing clothing is prohibited in all public dorm areas.

8.8.2. Excessive noise that infringes upon the privacy of others will not be tolerated. Due to the various missions of our residents, Kadena's dormitories are a 24-hour quiet zone. Complaints of excessive noise will be addressed by the ADL and will be reported to the resident's First Sergeant and/or Commander.

8.8.3. Residents will not enter/access any outside ledges or roofs in any fashion.

8.8.4. Residents will not block, cover, redirect, or otherwise tamper with any ventilation systems.

8.8.5. The display of posters, pictures, flags, or other items which are offensive, prejudicial to good order and discipline, or service discrediting is prohibited.

8.8.6. Littering anywhere on campus is prohibited.

8.8.7. Any other conduct that is detrimental to dorm quality of life or good order and discipline is prohibited.

9. Energy Conservation. Resource conservation will be practiced in, but not limited to, the following areas:

9.1. All windows and outside doors will be kept closed.

9.2. All water faucets will be completely turned off when not in use.

9.3. All lights, stereos, radios, televisions and similar equipment will be turned off when not in use.

9.4. Doors to common areas (i.e., dayrooms, laundry rooms, and interior hallways) will not be propped open.

9.5. Space heaters of any type are prohibited.

9.6. Window mounted A/C units are prohibited.

10. Lost Keys. Occupants will immediately report lost keys to the UHO. Occupants may be held financially liable for key or lock replacement.

11. Security. Residents will secure and lock all doors and windows to their personal living area while unoccupied, to prevent theft/destruction.

12. Dormitory Room Door Tags. An UHO-approved door tag will be displayed at all times in the hallway near each dorm room doorway. The occupant is responsible for ensuring that his or her door tag is serviceable, accurate, and free of graffiti or other markings. If a resident requires a new door tag, he or she will seek out an ADL and request a new tag be printed.

13. UH Brochure. All residents are required to read, understand, and abide by the UH Brochure.

14. Additional Inspections. All dormitories are subject to periodic health and welfare checks by all levels of leadership. Visits may be scheduled or unannounced.

JAMES B. HECKER, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-1001, *Operations Management*, 16 October 2014

AFI 32-6004, *Furnishings Management*, 3 March 2006

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFPD 32-60, *Housing*, 16 September 2005

Adopted Forms

AF Form 228, *Furnishings Custody Receipt and Condition Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

DD Form 139, *Pay Adjustment Authorization*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 362, *Statement of Charges/Cash Collection Voucher*

DD Form 1131, *Cash Collection Voucher*

Abbreviations and Acronyms

ADL—Airmen Dorm Leader

AFDPO—Air Force Departmental Publishing Office

CH—Community Housing

COM—Change of Occupancy Maintenance

IAW—In accordance with

MFH—Military Family Housing

PACAF—Pacific Air Forces

UHO—Unaccompanied Housing Office

UNCOQ—Unaccompanied Non-Commissioned Officer Quarters

**Attachment 2
INSPECTION CHECKLIST**

Figure A2.1. Inspection Checklist

DORM ROOM INSPECTION CHECK LIST				
LEGEND			# OF DEMERITS/RATINGS	
B- Broken/Damage/Scratched	I- Improperly Displayed	T- Torn	0	O- OUTSTANDING
C- Cluttered	L- Leaking	V- Vacuuming	1	E- EXCELLENT
D- Dirty/Dusty/Defrost	M- Mandatory Item Missing	W- Wrinkled/Wet	2-3	S- SATISFACTORY
E- Energy Conservation	S- Soap Scum/Smudges	Z- Security/Safety	4	M- MARGINAL
O- Other (Specify)			5	U- UNSAT/FAIL
COMMON AREA & BATHROOM	PASS	FAIL	N/A	COMMENTS
Ceiling, Walls & Vents				
Door/Entrance Area				
Carpet/Floor				
Trash Can & Liner				
Sinks, Fixtures, Counter Top, appliances				
Decorations displayed in good taste & IAW/AF Std				
Latrine Floor & Toilet				
Shower Curtain				
Shower, Fixtures & Wall/Tiles				
Free of trash and clutter				
Medicine Cabinet, Mirrors				
Lights operational/installed				
Toilet				
Evidence of Smoking *Automatic Failure				
PERSONAL ROOM				
Ceiling, Walls & Vents				
Door/Entrance Area				
Carpet, Floor & Baseboards				
Trash Can & Liner				
Decorations displayed in good taste & IAW/AF Std				
Windows, track & Blinds				
Evidence of Smoking *Auto Failure				
Free of trash & Clutter				
OVERALL INSPECTION RATING				
U M S E O				
INSPECTOR: (Print Name/Unit) _____, Signature: _____, Date: _____				
NOTE! If dorm room receives an Unsat/Fail, the following signatures will be needed to verify corrective actions				
*I have completed the follow up inspection and everything IS/IS NOT in inspection order.				
INSPECTOR: (Print Name/Unit) _____, Signature: _____, Date: _____				
FIRST SERGEANT: (Print Name/Unit) _____, Signature: _____, Date: _____				

Attachment 3

OUTPROCESSING CHECKLIST

Figure A3.1. Out-Processing Checklist

Cleaning Outprocessing Checklist			
Name:		Room Number:	
		Resident	ADL
1	Government supplied furniture: Shall be clean inside and out, undamaged and free of all foreign/personal items. Report any damages to your ADL.		
2	Light Fixtures: Broken/burned out bulbs/fluorescent lights must be replaced and working, this includes refrigerators and stove lights. All lights and fixtures will be operational or replaced prior to final inspection.		
3	Sink and Countertops: Will be clean and free of stains, streaks, and soap scum.		
4	Appliances: Must be clean. Remove all mold, grease, grime, and finger prints.		
5	Oven (UNCOG 151 Only): Inside of oven, broiler, and racks must be clean and free of all foreign objects or stains. Drip pans must be clean or replaced.		
6	Refrigerator: Freezer must be defrosted and clean. Seals, bins, trays, shelves, and bottom of fridge must be clean and free of mold, dirt, and stains. Outside of fridge must be wiped down and free of rust and stains. No foreign objects will be left in the refrigerator or freezer.		
7	All Cabinets, Closets, Shelves and Drawers: Will be clean, dust and stain free. Contact paper and glue stains will be removed. Remove tape, staples, tacks, etc... All personal items must be removed.		
8	Floors: Clean all floors, mop and remove stains and scuff marks, etc. Shampoo all carpets. Move all furniture and clean underneath.		
9	Walls and Ceilings: Remove all tape, staples, tacks, and screws. All walls and ceilings must be clean and free of mold, stains, marks, writing, and any other blemishes.		
10	Windows: Windows will be clean. Window sills will be clean and free of dirt, dust, and insects. Blinds will be dust and mold free. Curtains will be cleaned of dirt, stain, and dust. Window screen must be in place and undamaged.		
11	Air Conditioners/Heating Units: Vents must be free of debris, dirt, dust, and mold. Diffuser must be in place and all hoses/vents configured in the intended way. Dampers will be open.		
12	Bathroom: Walls/ceiling/floor will be wiped down and free of stains and mold. Sink, tub, fixtures, and toilet will be free of stains, soap scum, mold, and hard water stains. Mirrors and cabinet will be clean. Exhaust fan vent will be clean.		
13	All Others: Remove all trash. Trash containers will be clean. All personal items and cleaning products will be removed. You must remove all personal items from storage areas.		
14	Replacement Items: Screens - Drip Pans - Toilet Seats - Light Globes - Filters - Bulbs/Fluorescent Lights - Shower Heads - can be requested prior to final inspection from your Almen Dorm Leader.		
15	Mold Check of all areas to include inside wall lockers, walls, and ceiling.		
16	Keys: Make sure all keys work and are turned in upon Final Inspection Front Door Key: _____ Storage Room Keys: _____ Bedroom Door Key: _____ Door Tag: _____ Bay Chief Key: _____		
Occupant's Signature: _____		Date: _____	
-- ADL Use --			

COM Required? (circle one) YES NO
Type of COM Required/comments

COM Work Order Number _____

ADL's Rank/Name _____ ADL's Signature _____ Date _____

COM Complete Date _____ ADL's Signature _____

As of 28 May 2014