

QUARTERS CONDITION INSPECTION REPORT		LEGEND															
		1 = REPAIR FAIR WEAR AND TEAR						3 = REPAIR REIMBURSABLE									
		2 = RESIDENT CLEAN/REPAIR						4 = ACCEPTED AT REINSPECTION									
NAME OF RESIDENT <i>(Last, First, Middle Initial)</i>				GRADE		ADDRESS/QUARTERS NUMBER											
ITEM	BEDROOM				HALL	LIVING ROOM	DINING ROOM	GARAGE CARPORT	BREEZE WAY	ITEM	HOUSE EXTERIOR						
	NO. 1	NO. 2	NO. 3	NO. 4							ITEM	GROUNDS					
FLOOR												WALLS					
WALLS												ROOF					
CEILING												TV ANTENNA					
DOOR												EXTERIOR					
WINDOWS												SCREENS					
BLINDS/SHADE												HOSE BIBS					
LIGHT FIXTURE												GAS					
LIGHT SWITCHES												ITEM	GROUNDS				
ELECTRICAL OUTLETS												LAWN					
CLOSET												LAWN EDGE					
CLOSET DOOR												SHRUBS					
FIREPLACE												TREES					
SMOKE DETECTOR												CULTIVATION					
CARBON MONOXIDE DETECTOR												SPRINKLER					
CEILING FANS												DRIVEWAY					
												WALKS					
												FENCE					
												PATIO SLAB					
												TRASH CANS					
												RECYCLE BIN					
ITEM	BATHROOM		ITEM									KITCHEN	UTILITY ROOM	FURNACE ROOM			
	LARGE	SMALL															
FLOOR			FLOOR														
WALLS			WALLS														
CEILING			CEILING														
DOOR			DOOR														
WINDOWS			WINDOWS														
BLINDS/SHADE			BLINDS/SHADE														
LIGHT FIXTURE			LIGHT FIXTURE														
LIGHT SWITCHES			LIGHT SWITCHES														
ELECTRICAL OUTLETS			ELECTRICAL OUTLETS														
CEILING HEATER			SINK AND CABINET														
LAVATORY AND CABINET			GARBAGE DISPOSAL														
TOWEL BARS			CABINETS/COUNTERTOPS														
MEDICINE CABINET			DISH WASHER SERIAL #														
SOAP DISH			REFRIGERATOR SERIAL #														
TOILET			STOVE SERIAL #														
PAPER HOLDER			VENT HOOD														
BATHTUB			DOOR CHIMES														
TOOTHBRUSH HOLDER			CIRCUIT BREAKER														
BATHTUB ENCLOSURE			WASHER SERIAL #														
SHOWER STALL			WATER VALVES														
VALVES AND HEAD			WATER HEATER														
SHOWER TOWEL BAR			DRYER SERIAL #														
SHOWER SOAP DISH			FURNACE														
SHOWER DOOR			FILTER														
RESIDENT ACKNOWLEDGES RECEIPT OF BASE FAMILY HOUSING BROCHURE AND _____ SETS OF KEYS DURING INITIAL INSPECTION. <i>(Sign Reverse of Form)</i>																	
<input type="checkbox"/> QUARTERS PASS FINAL INSPECTION <input type="checkbox"/> QUARTERS PASS REINSPECTION						<input type="checkbox"/> QUARTERS DID NOT PASS FINAL INSPECTION. ITEMS MARKED AS "2" MUST BE CORRECTED. REINSPECTION SCHEDULED.											

INSTRUCTIONS FOR CLEANING THE QUARTERS

1. Indicate the condition of each room using the numbers in the legend. The first column will be completed at the time quarters are first occupied, the second column completed at the pre-termination inspection, and the third column at the final inspection when the quarters are vacated. The resident will be provided with a copy of this inspection report following the initial and final inspection. All discrepancies will be fully discussed with the resident.

2. To assist and expedite in preparing quarters for inspection, the following list provides guidelines for the cleaning requirements necessary to terminate CONUS military family housing residency. Detailed procedures will be specified in the base family housing brochure.

Stove/Range and Hood. Remove burned/crusted-on food and grease from accessible surfaces, drip pans, broiler pan, racks inside of the oven, exhaust fan and range hood. Do not disassemble.

Refrigerator. Defrost and wipe down inside and outside to remove grease and food particles. Accordion folds must be free of food particles and other debris. Leave refrigerator on lowest setting with door closed.

Dishwasher. Remove any food particles, soap residue, and grease on both interior and exterior surfaces. Do not disassemble.

Garbage Disposal. Remove residue.

Cabinets, Walls and Other Interior Wood Trim. Clean and remove grease.

Sinks. Remove food particles, grease, soap residue and any removable stains.

Lavatories, Commodes, Showers, Bathtubs, Glass Enclosures and Medicine Cabinets. Use a non-abrasive cleaner to remove soap residue and mildew. Clean removable stains from walls. Wet mop floors.

Walls, Ceilings, Woodwork and Doors. Clean only those walls that are accessible. Spot clean to remove food, pencil and crayon marks, cobwebs, removable stains, grime and excessive visible dirt. Removal of nails and wall hooks will be specified in the base family housing brochure.

Light Fixtures, Venetian Blinds/Shades. Clean and dust.

Ventilation, Air Vents/Grills. Wipe down.

Floors and Installed Carpeting. Sweep, damp mop and/or vacuum. Remove excessive wax build-up.

Carports, Garages, Porches, Storage Rooms, Patios and Walks. Remove dirt, cobwebs, etc., from exterior doors, walls and ceilings. Remove excessive oil and grease from paved areas. Sweep.

Grounds. Mow, edge, and police. Yard areas that have been damaged by pets, garden plots, storage sheds, etc., must be restored.

Garbage Containers. Put trash in approved receptacles and place at normal pick-up points. Containers without trash must be clean.

Windows. Residents are not required to clean windows.

RESIDENT'S AGREEMENT

This certifies that I have been briefed by the Family Housing Inspector (in accordance with _____ Family Housing Brochure and AFI 32-6001) regarding cleaning requirements. I understand that I must give 30 days notice prior to vacating quarters. I further understand that along with the cleaning requirements outlined above, I must accomplish the unique cleaning requirements that were outlined by the housing inspector or housing officials. The following must be accomplished in order for the quarters to pass the final inspection:

OCCUPANT'S SIGNATURES AND DATES		INSPECTOR'S SIGNATURES AND DATES	
	INITIAL INSPECTION		INITIAL INSPECTION
	PRE-TERMINATION		PRE-TERMINATION
	FINAL INSPECTION		FINAL INSPECTION