

## ***Fort Drum Single Soldier Housing Barracks Room Clearing Standards and Checklist***

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.**

The term - (\*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 you on DA Form 2062 Hand Receipt is inventoried and accounted for.
- Beds cannot be in a bunk bed configuration. *They MUST be separated.*
- Ensure furniture is completely emptied; drawers / shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers or other residue must be removed.
- Ensure TV set is wiped cleaned. Dust free. Remote control present. (Applicable to WTU Barracks only)
- Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
- Light fixtures will be cleaned\*.
- Windows, blinds, and window sills must be clean\*.
- 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.
- Floor rug, if applicable, must be vacuumed and spot free.
- Ensure your side of the room is swept properly (in closets, under and behind furniture etc.).
- Remove all trash from your room. Trash cans must be clean\* inside and out.
- Ensure your side of the room is mopped properly (in closets, under and behind furniture etc.)
- Provide turn off notice cable / phone notice. Excessively long cable lines need to be removed.

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### **Common Areas**

**Note:** Personnel without a roommate are solely responsible for cleaning the common areas.

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

If possible, have your roommate assist you with cleaning.

- Refrigerator must be emptied, cleaned\* inside and out (with no spilled food; etc.) and defrosted (**leave plugged in**). Clean rubber door seals.  
*If you have a roommate* ensure that your items are removed. Refrigerator is clean\* inside and out (with no spilled food; etc.). Clean rubber door seals. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present (**leave plugged in**).
- Kitchen cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty.  
*If you have a roommate* clean as above and place your roommate's 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).
- Cook tops must be cleaned\* using a ceramic cleaner (no black burn marks visible). No grease between the counter top and burner. Range hood and filter, if applicable, will be clean\* (inside and out) with no grease or food splatters.
- Ensure kitchen counter top and kitchen sink area are properly cleaned\* and disinfected.  
*If you have a roommate* clean as above and place your roommate's items back neatly in place.
- Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned\* and disinfected. Ensure that your personal items are removed.  
*If you have a roommate* clean as above and place your roommate's personal items back neatly in place.
- Ensure mirror, medicine cabinet, sink and vanity are cleaned\* and spot free. Remove your personal items.  
*If you have a roommate* and share the same medicine cabinet, clean as above and place back your roommate's personal items neatly in place.
- Doors, trims, base boards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and fingerprints etc.
- Sweep all common areas. (Under and behind refrigerator, toilet, etc.).
- Remove all trash from common areas. Trash cans must be clean\* inside and out.
- Ensure common areas are mopped properly. (Under and behind refrigerator, toilet, etc.).

**Note:** *Soldiers not leaving Ft Drum the day they clear and need a place to stay should contact their Command Team for a Transient room.*

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

If you have any questions contact the Single Soldier Housing Office at: 772-4813.

Hour of Operations: Monday – Friday, 0730 am -1600 pm