

Troop Issue-Billeting Issue and Clearance Checklist

Instructions: Use the Issue and Clearance Checklist to note any issues. Unit reps will ensure this checklist is completed prior to clearing. Reference: Regulation: AR 420-1

	Trash/cans: emptied, cleaned, and have a new liner/trash bag in them.
	ASD kitchens: all kitchen cooking equipment (ovens/skillets/refrigerators/stoves/mixers) as well as all food preparation surfaces to be clean and sanitized and free of all grease/food residue. Grease traps and garbage disposals also clean and free of food residue or grease.
	Shower stalls: shower and shower curtains will be scrubbed free of all soap film and rinsed thoroughly.
	Toilets and urinals: scrubbed with brush and cleanser or bleach, rims and outside wiped down regardless of use. New toilet paper rolls installed.
	Sinks: scoured, rinsed free of detergent residue and dried, bar soap removed from sink.
	Mirrors: wiped clean and free of streaks.
	Floors: swept and mopped with solution of bleach or disinfectant cleaner.
	All beds, foot lockers, wall lockers, tables, desks, chairs, etc: pulled away from wall swept and mopped behind and under, opened, tops and shelves dusted, free of personal/unit items.
	Desks: top of desk cleaned and drawers emptied and open.
	Pillows: placed on end of bed toward center of bay.
	Outside of buildings: are to be free of trash and cigarette butts. Perform police-call around all assigned billets. Dumpsters: if unit has DPW-provided dumpster, it cannot be filled past flush of dumpster top. Area around dumpster must be clean and free of trash or debris.
	Supply lockers: organized and free of trash and personal items.
	Windows and doors: closed and locked, remove any notices or unit designations. Window sills cleaned of debris.
	Lost keys: to be paid before final clearance. (\$28 cash; \$27 money order/check)

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