

## CAMP SMITH BARRACKS ISSUING/CLEARING CHECKLIST



<b>UNIT :</b>	
<b>Date and Time :</b>	
<b>Unit POC and Phone :</b>	
<b>Unit Utilization #s:</b>	

<b>Damages / Issues:</b>	ISSUED		CLEARED	
	YES	NO	YES	NO

<b>DORM #</b>				
	Bunks and lockers are aligned in rows			
	Lockers are cleared of all items, left open and tops free of debris			
	All trash receptacles are empty & clean			
	Floors are clean (swept & mopped), no windows or lights are broken			
	Lights are off, windows & doors secured			
	All property accounted for per DA Form 2062 when issued			
	All dorms are vacated of personnel & equipment			

<b>LATRINE #</b>				
	All sinks, walls and mirrors are clean			
	Toilets & urinals are clean and toilets seats were left up			
	Showers are cleaned including walls, soap dish and drains			
	Trash receptacles are empty and clean			
	Lights are off, windows and doors are secured			

<b>DAYROOM #</b>				
	Receptacles are empty and clean			
	Floors are clean (swept & mopped)			
	Lights are off, windows and doors are secured			
	Align all furniture (put back in place according to diagram on the wall.			

<b>HALLWAYS #</b>				
	Garbage receptacles are clean			
	Floors & stairs are clean			
	All unit postings on walls and bulletin boards are removed			
	Lights turned off & exterior doors are secured			

<b>CLASSROOMS #</b>				
	Tables & chairs are neatly aligned accordingly to diagram on wall			
	Trash receptacles are empty and clean			
	Floors are clean			
	No unit signage on walls, whiteboards & Bulletin Boards (all clear)			
	Lights are turned off and doors secured (if applicable)			

<b>JANITOR CLOSET #</b>				
	Janitorial closet left neatly and orderly (according to the diagram)			
	No dirty mop heads left in the closet			
	Mop buckets are clean & sinks are free of debris			
	Floor is clean, brooms & handles are placed on the hanger			
	Door is secured and lights off			

<b>OUTSIDE BARRACKS AREAS #</b>				
	No trash around outside			
	No cigarette butts in the grass, back stairwell or around the building			
	All doors are secure			

ISSUED by :	Date:
UNIT REP (print & sign) :	Date:
CLEARED by :	Date:
UNIT REP (print & sign) :	Date:

<b>Comments:</b>	