



DEPARTMENT OF THE AIR FORCE
497TH COMBAT TRAINING SQUADRON
PSC 470 BOX 2300
FPO AP 96534-2300

2 May 03

MEMORANDUM FOR HOUSING OCCUPANTS

FROM: 497 CTS/CEH

SUBJECT: Housing Termination Policy for MFH/UPH

1. In an effort to facilitate a smooth out-processing transition, we have initiated the following housing termination policy:

Service members receiving PCS orders or are retiring must terminate occupancy of their quarters before departure. The sponsor must provide the Housing Office no less than 45 days notice before PCS or retirement in person or by calling 6755-4793 to schedule an initial out-processing appointment. Residents should schedule their household goods pick-up date and departure flight date prior to arriving for their appointment with the Housing Office. Three copies of orders are required for processing your termination. Arrangement for loaner furnishings should be made at this time.

The initial inspection is designed to assist you in preparing for your termination inspection. It includes the review of termination procedures, a checklist and an opportunity for you to ask questions. You are responsible for damages beyond normal wear and tear of your quarters or yard caused by yourself, dependents, pets, or visitors. The sponsor must be present for this inspection. If unable, the sponsor may designate the spouse or a unit representative with power of attorney. NOTE: The sponsor maintains ultimate responsibility for compliance with the termination policy.

It is imperative that the quarters are ready and the military member is present and on time. The inspector will wait only ten minutes. If the military member has not arrived, the inspection is failed and the military member must call the Housing Office to reschedule.

2. FINAL INSPECTION: Successful termination of MFH quarters must be completed before out-processing from the base. Reminder: With the exception of members remaining in their quarters until the day the PCS, please do not bring pets to the termination inspection.

As you prepare to vacate your quarters keep in mind that the final inspection will not be a "white glove" inspection. Any interior painting accomplished by residents must be returned to the original color, which includes removal of paint splashes from other surfaces. The standards are such that the occupant should be able to accomplish the required cleaning themselves and employment of professional cleaners should not be necessary. Additionally, just as civilian landlords can retain a security deposit, the US Government may collect funds for damages beyond fair wear and tear. If you fail the final inspection, contact the US Housing Office to schedule re-inspection for the next working/duty day or as soon as the housing inspection schedule permits. After two failures, there is an automatic charge for full cleaning. Housing occupants may stay in their residence three days before departure; only residents with pets may reside in their quarters until the day they leave the installation. Members staying in their unit with pets must achieve the same level of cleaning standards, a final inspection must be accomplished and all requirements met before departure. The government will clean units not meeting this standard and the required funds deducted from your pay.

3. GENERAL:

A. Interiors

- (1) Walls: Remove all tape (including residual adhesive), and stickers. Remove excessive greasy fingerprints, dirt, pencil or crayon marks, dark smudges, stains and dust, as applicable.
- (2) Doors: Remove excessive surface soil, grease, dirt and other foreign matter. Replace all doors removed by tenant.
- (3) Floors and Baseboards
 - (a) All floors, including closets and storage room floors, will be swept clean and free of heavy soil and debris.
 - (b) Remove carpet tape including adhesive residue. Do not damage floor tile with sharp objects when removing carpets/rugs.
 - (c) Remove objects protruding/projecting from or attached to the baseboards.
- (4) Kitchen
 - (a) All cabinets, cupboards, drawers and shelves must be free of any sticky residue, crumbs and trash. Remove shelf lining paper and/or contact paper (including sticky residue).
- (5) Sinks, counters and countertops: Remove stains, soap scum, lime deposits, and other foreign matter.
- (6) Appliances
 - (a) Refrigerator: Defrost freezer compartment and empty ice trays.
 - (b) Exterior and interior appliance surfaces will be free of grease, food particles, stains, mold, and other foreign matter. Accordion folds on door will be free of dirt, scum, and food particles.
 - (c) After cleaning plug the refrigerator back in and set the control at the lowest setting.
- (7) Washer and Dryer: Remove soap build-up, lint, dust, scum, water stains, etc., by cleaning the interior and exterior.
- (8) Range/Cooking Stove: Exterior and interior surfaces will be free of grease, dust, dirt, cleaning agents, stains, baked on food and debris.
- (9) Bathrooms
 - (a) Disinfect sinks, toilet bowls, bathtubs and showers: Remove stains, lime deposits, soap scum, dirt, etc. Interior of toilet/commode tanks will be free of mold and other foreign matter.
 - (b) Ceramic tiled surfaces: Remove mold, mildew, dirt, soap scum and film.
- (10) Venetian/Window Mini Blinds: Blinds will be free of dust, dirt, stains, etc. All strings will hang or wrap securely. If you removed drapes, they must be placed the way you found them
- (11) Keys: Place all keys in the appropriate door lock before the inspection.
- (12) Housing Inventory Move in List: The tenant will obtain a copy of his/her housing inventory checklist received during the tenant's move-in of quarters. Any broken or missing items will be annotated on this form during the inspection.
 - a. Loaner furniture: Provide the US Housing Office at least 3 days notice to pick up loaner furniture.
- (13) Unaccompanied Personnel Housing
 - b. Ensure all items listed on the move in inventory checklist are available and ready for inspection.
 - c. Remove all stains, dirt, grease, etc., from wood surfaces and fabrics of Government owned furniture, appliances and equipment. Re-position/return items to their original location and configuration.

B. Yard:

- (1) Garbage containers and refuse disposal:
 - (a) Refuse will be disposed of (removed from the premises and curbside) before the inspection. Clean and disinfect all garbage containers.
 - (b) Coordinate bulk item pick ups with the housing office. Please provide at least three days advance notice for bulk pick-ups.

C. Pets:

- (1) Remove and dispose of all dog feces and other similar items from the yard.
- (2) If you required assistance through our loaner furniture program you are responsible for steam cleaning all furniture, carpet, rugs, draperies, etc, to remove any pet odors or stains resulting from the pet staying in the unit. If the stains/odors are permanent, the occupant is responsible to the government for the replacement of the item. Your receipt for steam cleaning services must be presented to the Housing Office when out-processing as proof that furnishings have been cleaned. UPH personnel are also responsible for removing all feces and similar materials from the yard.

A handwritten signature in black ink that reads "Lorenzo M. Steele". The signature is written in a cursive style with a long horizontal line extending to the right.

LORENZO M. STEELE, MSgt, USAF
Chief, Civil Engineering