

MCAS IWAKUNI, JAPAN
FAMILY HOUSING BRANCH
VACATING PROCEDURES

NAME: _____ RANK: _____ EDIPI (DoD #): _____
QUARTERS: _____ MILITARY ORGANIZATION: _____
WORK #: _____ HOME#: _____
ARRIVAL DATE: _____ ROTATION DATE: _____

TO INDICATE YOUR ACKNOWLEDGEMENT, PLEASE INITIAL.

_____ I understand that I will be charged for failure of final inspection. I understand that advance notice of 5 working days is required to reschedule my final inspection.

_____ Preliminary Inspection will be scheduled in the afternoon: Purpose: To inspect you're quarters/equipment/furnishing for maintenance and repair.

_____ Courtesy Inspection: (only for voluntary relocations) One day prior to the final inspection. This is not a mandatory inspection but rather a courtesy. This is not a final inspection. Failure of the final inspection will result in payment for cleaning of quarters.

_____ **Final Inspection.** Scheduled the morning you will go the Temporary Lodging Facility. *Once final inspection is scheduled, advance notice to reschedule final inspection must be made 5 working days prior.* No show to your final inspection will result in rescheduling for the following business day, which may affect your Temporary Lodging Allowance (TLA). All items with the exception of loaner furniture must be removed from quarters and storage area. Residents will be charged for failure of final inspection. Payments must be made by cashier's check or money order paid to the order of U.S. Treasury. Upon your final inspection, you will be given a Family Housing Voucher. If you have any items checked out from Self-Help, please return and have the Self-Help Clerk sign the checkout form before coming to Family Housing to pick up your voucher to reinstate your Basic Housing Allowance for Housing. Note: When departing the station on PCS Orders, TLA is authorized to sponsor and family members on Accompanied Orders. TLA will be reimbursed for 7 days prior to fly out date. An overlap of 2 days is provided on departure.

Member's signature: _____

FOR OFFICE USE

DATE CHECKED IN: _____ DESIGN: _____ BR: _____

RELOCATED FROM QTRS: _____ ON _____ DESIGN: _____ BR: _____

TERM OF OCCUPANCY: YR(S) _____ AND MOS _____

Pack Out: _____

Fly Out: _____

Move to TLF: _____

PRE-TERMINATION INSPECTION: _____ TIME: _____

COURTESY INSPECTION: _____ TIME: _____
(Only for voluntary relocate)

FINAL INSPECTION: _____ TIME: _____

MAINTENANCE WORK: _____

MOVE-IN DATE: _____

GOVERNMENT DIRECTED (GC) MOVES - MINIMUM STANDARDS FOR CLEANING (ALL

PERSONAL ITEMS MUST BE REMOVED PRIOR TO THE FINAL INSPECTION)

Walls & CEILINGS: Remove nails, screws, anchors inserts, stickers, contact/ wall papers, borders, adhesive residues and any dark markings. Holes that are the size of a quarter or larger must be filled. All painted/stenciled areas must be restored back to the original color. **MOLD MUST BE REMOVED.**

CABINETS, DRAWERS, COUNTERS, AND CLOSETS: Remove all personal items. (Check behind drawers). Remove all shelf paper, contact paper, tape, adhesive residue, markings and child safety locks. Wipe down as needed. Dust off louvered closet doors where applicable. **Leave all cabinets and drawers open for the Final inspection.**

CARPETS/FLOORS: Vacuum all government carpets. Carpets with stains or odor must be steam cleaned. Sweep and mop floors as needed. Remove any adhesive residue from own carpet, area rugs etc. Occupants will be held liable for any stains odor or damages to carpet and floors. Pet owners must steam clean carpet. If odor remains after steam cleaning, occupants be charged for carpet replacement.

APPLIANCES: **All appliances must be cleaned and in working order.** Sweep and clean behind appliances. Remove child locks.

Dishwasher: Remove all personal items.

Washer & Dryer: Clean lint strainers, remove all stains.

Refrigerator: Replace appliance bulb if applicable, and leave on lowest temperature setting.

Stove & Oven: Replace corroded stove drip bowls and appliance bulb if applicable.

Items not available at Self-Help must be replaced at occupant's expense. Failure to clean the appliances will also result in cleaning fees charged to the occupant.

LIGHT FIXTURES: All lights must be in working condition. Leave all lights on for Final Inspection.

KITCHEN EXHAUST FAN AND AIR CONDITIONER: Clean A/C filters if applicable, and replace filters if unserviceable.

BATHROOMS: Remove all personal items from the medicine cabinet/vanity. Wipe down as needed. *For mold cleaning, spray a 1:10 (1 part bleach/10 parts water) solution on mold surface and wipe clean. Remove excessive dust from exhaust fan.

GOV'T FURNITURE: Interior and exterior of wooden furniture must be free of dust and debris. Mattresses/box springs, and sofas must be free of stains and pet hair/odor (for those with pets). A discrepancy report will be written for any damage to government furniture, which will then have to be cleared with the Family Housing Office upon the final inspection. For upholstery cleaning call the Self-Help Desk at Family Housing. 253-3528

BLINDS: The tenant will be responsible for the replacement costs of any damaged or stained blinds.

EXTERIOR WALLS: Remove nails, hooks, screws, and adhesive residue.

ALTERATIONS TO QUARTERS: Return government housing to original condition.

STORAGE/SHED: Remove all personal items, nails, hooks, screws, and shelving. Sweep clean and remove any gas/oil spills.

TOWERS: Sweep out both balcony storage and hallway storage rooms.

BALCONY, PATIOS AND SIDEWALK: Sweep and clean soiled areas; ensure drains are free of debris. Sidewalks must be free of weeds in cracks and crevices.