

Department of Homeland Security
 U.S. Coast Guard
 BASEKODHSG-007
 (Rev. 06/23)

COAST GUARD BASE KODIAK HOUSING CLEANING CHECKLIST

Instructions. The items contained on this sheet must be accomplished prior to your final inspection. For your convenience, a space has been provided for your use to check off each item as you complete it.

Section I - General Information

	<i>Item</i>	<i>Action</i>	<i>Done</i>
KITCHEN AREA	<i>Cabinets/ Drawers</i>	Clean all cabinets and drawers thoroughly, inside and out. Remove all fingerprints, grease and sticky substances. Clean shelving, removing all dust, food crumbs, litter, etc. Remove all personal paper liners from drawers and shelves. Pay special attention to where hands touch and around cooking area	
	<i>Counter Tops and Sink</i>	Remove all fingerprints, grease and sticky substances. Remove soap residue from sink. Polish all chrome fixtures. Make sure garbage disposal does not have remains of food in it.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out. Hood should be completely free of grease. Filter may be soaked in bag of ammonia or sprayed with degreaser and washed in dishwasher. Disconnect or turn off the power switch to the fan in order to clean fan blades. Clean both sides of the blades inside the fan well. Replace bulb if burned out. Do not use oven cleaner on hood or any aluminum parts as it will damage the enamel paint finish and ruin the parts. DO NOT DISASSEMBLE. Pay special attention to lips and ledges (anywhere dust and grime can settle)	
	<i>Electric Range</i>	Carefully pull range away from wall and have pulled out at time of inspection. Remove plug from outlet behind range. Clean or replace burner drip-pans. Clean sides and back of range, sides of cabinets and floor under range. Remove all top burner grills, and oven racks; place all items in a large plastic bag, pour in a large bottle of ammonia, tie opening snugly and set outside (preferably in the sun) for 10 to 24 hours. After this time, usually all that is required is a light scrubbing with a scouring pad to remove remaining residue. Lift the range top and clean outside edges, top, underside and bottom, removing all burned matter and grease. STOVE MUST BE COMPLETELY GREASE FREE WITH NO BLACK SPOTS. Pay special attention to lips and ledges where run off tends to settle.	
	<i>Refrigerator</i>	Carefully move the refrigerator away from the wall to clean the exterior of the unit, including top, sides, front and floor beneath. Remove all lint and dust from coils and screen by use of a vacuum or soft brush. Clean all trays and racks in warm water and detergent. Clean all interior surfaces, including rubber gasket, removing all trapped food particles, spills or mildew. LEAVE REFRIGERATOR PLUGGED IN AND ON SETTING #2.	
	<i>Dishwasher</i>	Clean entire unit inside and out including rubber door gasket. Remove all food particles and soap residue. Pay special attention to the door crease where residue builds up and clean filters thoroughly.	
	<i>Microwave (if furnished)</i>	Thoroughly clean inside and outside of microwave to remove grease and stains. Pay special attention to screens and vents	
BATHROOM(S)	<i>Tubs, Tiles & Showers</i>	Clean bathtub, tiles, and shower doors & tracks. No soap film, mildew, sediment or stains can be left in tub, on walls or shower doors. Do not use abrasive cleaner if you have a fiberglass tub. Polish all chrome fixtures with a clean cloth. If shower heads were replaced change them back to the originals.	
	<i>Exhaust Fan(s)</i>	Turn off main power to fan at circuit breaker box. Remove fan cover and clean blades, frame and housing. Use extreme caution to prevent water or cleaner from entering motor. Clean and replace cover. DO NOT DISASSEMBLE.	
	<i>Sinks, Mirrors & Counter Tops</i>	Remove all fingerprints, stains and soap residue. Polish all chrome fixtures with a clean cloth. Clean/polish sink(s). There should be no stains on counter top or in sink. Mirrors should be clean and spot free.	
	<i>Medicine Cabinet</i>	Clean and disinfect inside and outside frame. Remove shelves, wash and reinstall. Clean mirror front to remove all stains, water spots and streaks. Do not forget the top of the cabinet.	

	<i>Item</i>	<i>Action</i>	<i>Done</i>
BATHROOM(S)	<i>Toilets</i>	Clean and disinfect inside and outside of toilet bowl and tank removing all stains. Clean toilet seat, lid, hinges, and underneath rim. Make sure to clean around the base and behind the toilet. Remove all additives from water.	
	<i>Heat Lamp (if applicable)</i>	If heat lamp is burned out, it must be replaced with another heat lamp NOT a regular light bulb.	
ALL INTERIOR ROOMS	<i>Floors</i>	<p>Sheet Vinyl/Floor Tiles: Remove all dirt, wax and scuff marks. Pay special attention to corners and along metal strips. Do not use excessive amount of water on floors. DO NOT WAX. Clean baseboards and all trim.</p> <p>Hardwood Floors: Sweep & remove any marks as directed.</p> <p>Carpets: <u>All carpets must be steamed cleaned. If carpeted areas are excessively dirty, a professional cleaner should be hired. Resident must show proof of Carpet Cleaning (Receipt from rental or Cleaning service) Final inspections will not be done on wet carpets. Do not bring pets into dwelling after carpet cleaning.</u> It is the responsibility of the resident to plan ahead.</p>	
	<i>Walls and Ceilings</i>	Walls and ceilings must be washed in preparation for painting. Pay particular attention to the kitchen and bathroom walls. TSP or ammonia/water mixture is effective. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse/wash walls thoroughly. Special attention to kitchen walls must be paid; remove all grease and food spatters. Remove all nails, picture hangers and hooks from walls. Do not remove plastic anchors or large bolts from walls. You do not need to patch nail holes. Remove all marks, handprints and cobwebs from walls and ceilings. If the walls are excessively dirty beyond normal wear and tear the resident will be required to repaint entire room with matching color and type of paint. Thoroughly clean all electrical plate covers, baseboards and all trim.	
	<i>Woodwork</i>	Clean all doors and door frames and woodwork throughout unit. All grease, sticky substances and fingerprints must be removed from cabinets, drawers, doors, and hand railings. Remove all nails/tacks. Clean door tracks of sliding closet doors.	
	<i>Windows</i>	Wash all windows, inside and out, ledges, casings and window tracks. Some windows can be removed to clean both sides (ask your inspector). Opposite windows can be washed down with a squeegee. Remove and wash both sides of window screens and all blinds and reinstall. All windows should be free of streaks.	
	<i>Decals and Tape</i>	All decals, tape and sticky residue must be removed. Rubber decals in bathtubs and shower stalls must also be removed.	
	<i>Light Fixtures</i>	Remove, clean and re-install all light covers. Clean light fixtures to remove dust, dirt and marks. Missing or Burned out light bulbs should be replaced. Use only appliance bulbs where required.	
	<i>Patio Doors</i>	Clean glass and screen door, doorframe, door track and vertical blinds. All areas should be free of dirt, including the corners. Any damage done by pets to the glass, blinds or screen door is subject to a monetary charge.	
	<i>Furnace & Hot Water Heater Vents</i>	Clean furnace and hot water heater area. All vents must be dust free. Vent covers can be removed and run through the dishwasher.	
	<i>Washer and Dryer</i>	Clean top lip of washing machine tub, pull tub to side to reach. Clean around all dispensers including the tray for residue. Clean outside dryer vent (if accessible). Clean along the edges and around the lids of both. Pay special attention when cleaning filter in dryer by removing the screen and cleaning under it. Tools may be necessary.	
	<i>Detectors</i>	Clean and test smoke and CO detectors. Replace batteries if needed. (9 volt)	
	<i>Fireplace</i>	Remove ashes and clean. Brush down walls with stiff brush and remove soot. Polish any fireplace equipment. Clean glass inside and out.	

	<i>Item</i>	<i>Action</i>	Done
EXTERIOR (If applicable)	<i>Garbage Cans, Recycle Bins, & Garbage</i>	Recycling bins must be cleaned, washed out with a disinfectant and placed in storage area/garage. All trash and garbage must be removed from premises prior to final inspection. Bags, boxes, and discarded items are not to be left in garage, carport, or common areas.	
	<i>Lawn/Garden Areas</i>	Lawns must be watered, mowed, weeded, edged and policed for paper or debris (including pet feces). Garden areas and flowerbeds must be cultivated and weeds removed. All weeds/grass must be removed from patio/garbage enclosure areas. Water lawn sufficiently so grass is green. Cultivate and re-seed all bare areas and fill all holes. Pet damage to grounds is the responsibility of the resident. Driveways, sidewalks and curbs must also be weeded. Trim all shrubs and bushes if required.	
	<i>Garage, Stalls & Driveways</i>	Garages, driveways and parking stalls must be free of any fresh oil stains and all debris. Wash down all concrete walkways.	
	<i>Walls, Doors and Light Fixtures</i>	Wash down all exterior walls and doors, front and back, including doorframes. Clean fingerprints and remove cobwebs. Clean outside light covers.	
	<i>Storage Sheds</i>	Outside storage sheds must be emptied, swept, and washed out. Clean fingerprints from doors and gates.	
	<i>Personal Structures and Additions</i>	Any structure or addition you have installed, or placed on the premises, must be removed prior to the final inspection, unless prior approval is received (i.e. metal storage sheds, fences, awnings, etc.). Restore any damaged grounds as required.	
OTHER INFORMATION	<i>Residents With Pets</i>	<i>Any lingering pet odors or pest infestations detected within 90 days of your final inspection may result in monetary charges against you to eliminate the problem(s).</i>	
	<i>Keys</i>	All keys must be turned in to the Inspector at final inspection.	
	<i>Communicate</i>	Call attention to any repair work that has not been completed by the Housing Maintenance Contractor. Alert the Housing Representative to any problems you may be aware of either in the unit or the neighborhood.	
	<i>To Do's</i>	<ul style="list-style-type: none"> o Change of Address To Postal Service o Turn off Telephone Service o Turn off Cable TV Service o Stop Newspaper Delivery o Put your mail keys in box 	
	<i>The Final Inspection</i>	<ol style="list-style-type: none"> 1. Allow yourself at least three (3) days to clean your quarters after you pack out. 2. All personal items must be removed from quarters before final inspection to include pets/food dishes and litter boxes. 3. Have doors and windows closed; no plug-ins or standing deodorizers for final inspection. 4. <u>Have cleaning materials on hand for your final inspection to include scouring pad, mop, broom, brush, degreaser, glass cleaner, paper towels, rags or sponges. These items will come in handy if you do not pass your first inspection and can be passed on by dropping them off at Auto Hobby Shop.</u> 5. If you hire someone to clean your quarters, it is a private contract between you and the cleaner. The Housing Office cannot mediate disputes or get involved in your contract with a cleaner. You are still responsible for the cleanliness of your unit and you must be present for the final inspection. It is suggested you have any contract cleaner you may have hired at the final inspection with you. 6. Equipment for lawn care and other self-help items are available on a "first come, first served" basis from the Auto Hobby Shop. Please plan ahead and don't rely on self-help for services. 7. Do not allow movers to drive onto grass during your pack out. 8. The service member is required to be present at the final inspection. Power-of- Attorney will be required for spouses who stand in for service members unavailable due to emergency situations. 9. If something comes up and you cannot make the final inspection date, please contact the Housing Office immediately, 487-5170 ext 6640, 6638, 6642, 6639, 6641. Remember, your entitlement to BAH depends on a successful and complete Final Inspection. 	

