

Clean and Clear: Passing Your Termination Inspection

By Sara Graves

Whether you hire a company to clean your government quarters or you do it yourself, there is a standard that everyone on your installation must follow. Therefore, we put together this short primer on what you need to know to pass your termination inspection.

To begin the process of clearing from your quarters, most installations will require some sort of pre-termination inspection. The outcome of this inspection will determine what you will need to do to your quarters before you undergo your final quarters inspection. The pre-termination inspection should be scheduled with your installation's Housing Office approximately 30 days prior to your final inspection. The pre-termination inspection will identify any damage that has been done to government property outside of the normal wear and tear that comes with occupancy. It will also identify any maintenance to the property that must be completed before you can leave..

You may choose to hire a cleaning service that has been approved beforehand by your Housing Office to clean your quarters after your household goods have been removed, or you may elect to clean it yourself. In either case, failure to clean the quarters thoroughly and properly may result in a re-inspection and a possible delay in your PCS processing. Depending on your individual installation's regulations, if you clean your quarters yourself and fail to pass inspection three times, you may then be charged for the quarters to be properly cleaned.

Every installation is slightly different regarding their inspection process, but the general requirements for passing an inspection remain the same. Consult your Housing Office for specific information regarding what is required to pass inspection on your installation.

But as a general rule of thumb, here are some areas the Housing Office will look at during their inspection. We pulled this list from the thorough information found on West Point's website.

Floors, Rugs and Installed Carpet: All flooring and carpets should be shampooed to remove any stains or sediments.

Walls and Ceilings: Dirt or marks of any kind should be removed. All wallpaper, borders and glue should be taken down and the walls wiped down, including the baseboards. Nail and hook holes need to be filled in lightly with spackle with the excess wiped off. Your Housing Office will notify you if your quarters will need painting.

Doors: All doors need to rehug on their original hinges and should be cleaned, including their frames.

Windows: Window and window frames should be cleaned and free of streaks. Curtain rods and shades need to be wiped off and the window screens need to be intact and free of dust.

Lighting Fixtures: All lights should have working light bulbs. Lampshades need to be clean and free of holes or damage. Light switches and receptacle covers should be wiped clean.

Cabinets, Closets, Drawers and Counter Tops: Clean and wash all surfaces after removing any shelf paper, tape, staples or tacks.

Mirrors: These should be cleaned and free of streaks.

Radiators, Pipes and Heating Vents: These should be vacuumed clean as well as cleaned on the outside.

Refrigerator and Freezer: Clean inside by removing all shelves, racks and drawers first. Clean the outside, including the doors, door gaskets, top and sides. Clean behind and beneath the unit as well.

Range and Range Hood: Clean thoroughly on the range as well as behind and beneath it. Also clean the range hood and filter..

Ventilation, Air Vents, Exhaust Fans, Dryer Vents and Central A/C: Clean air vent grills and replace filters. Remove the dust, dirt, grease and stains inside as well as out. Clean or replace filters as necessary.

Dishwasher: Clean inside and out. Remove any baskets and clean those.

Kitchen and Bath: Clean all parts of the kitchen and bath, including hardware, racks, cabinets and sinks. Clean all fixtures and tiles to a streak-free shine.

Furniture (if applicable): Clean and restore to condition when you moved in.

Outside the Quarters: Clean and remove any debris from yard, garages, patios, etc. Clean up any oil or grease stains. Restore or replace any broken items outside the quarters.

Return any Self-Help items or items on loan used in your quarters.

Remove all your personal items from the quarters prior to inspection.

Disconnect all Internet, satellite, phone and cable services.

Replace storm doors if necessary and timely.