

**COAST GUARD HOUSING PRELIMINARY INSPECTION CHECK-OFF SHEET**  
*SECTOR NORTHERN NEW ENGLAND*

*Instructions.* The items indicated 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. Personnel assigned to UPH/UPLH should talk to their Housing Representative regarding items on this list that may need to be modified.

**Section I - General Information**

|              |                                |                           |
|--------------|--------------------------------|---------------------------|
| Tenant Name: | Pre-Check Out Inspection Date: | Check Out Inspection Date |
|--------------|--------------------------------|---------------------------|

|                                  | <i>Item</i>   | <i>Action</i>   | <i>Done</i> |
|----------------------------------|---|---|-------------|
| <b>Kitchen</b>                   | <i>Cabinets</i>   | Clean inside and outside of all cabinets. Wipe out all drawers. There should be no dust or food crumbs left on shelves or in drawers. Leave doors and drawers open for inspection.  |             |
|                                  | <i>Counter Tops &amp; Sink</i>  | Clean all counters and sink. Make sure that garbage disposal does not have remains of food in it. Remove all personal paper liners from drawers and shelves.  |             |
|                                  | <i>Range Vent Hood</i>  | Clean entire hood inside and out, free of grease. Clean filter completely and allow to dry. Disconnect or turn off the power switch to the fan in order to clean fan blades. Replace bulb if burned out. Do not use oven cleaner on hood area as it will damage the enamel paint finish. Also, do not use oven cleaner on any aluminum parts, it will ruin the aluminum parts.  |             |
|                                  | <i>Range / Stove</i>  | Carefully pull stove/range away from counters to clean the sides of the stove, sides or the cabinets and floor under the stove. Care must be taken not to pull stove out too far or to damage the gas lines or floor (a piece of carpet or cardboard works well to protect floor). Remove all top burner grills, drip-pans, grease traps, oven racks and broiler pans. Clean with recommended oven cleaner (oven cleaner <u>should not</u> be sprayed on burners knobs, dials, painted areas, aluminum or chrome parts of the stove). Scrub racks and broiler pans with a brillo pad to remove remaining residue, food, dirt etc. Lift the range top and clean outside edges and around the under edges, removing all burned matter and grease. |             |
|                                  | <i>Refrigerator</i>   | Carefully move the refrigerator away from the wall, where feasible, to clean the exterior and floor below the refrigerator. 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 and exterior surfaces. Clean rubber door gasket to remove all food particles and mildew. Pull out drain pan and empty/clean. Older freezers must be completely defrosted prior to cleaning. Do not secure the power to the refrigerator.   |             |
|                                  | <i>Floors</i>   | Floors must be swept, mopped and disinfected. There should be no dirt or scuff marks on the floor. Clean baseboards.  |             |
|                                  | <i>Microwave (if furnished)</i>   | Thoroughly clean inside and outside of microwave.   |             |
| <b>Bathroom(s)</b>               | <i>General</i>  | All bathroom accessories and fixtures shall be cleaned and free of any soap deposits.   |             |
|                                  | <i>Tubs, Tiles &amp; Showers</i>  | Clean bathtub, tile, shower doors & tracks. There should be no soap film, mildew, sediment and stains left in the tub or on the walls. Do not use an abrasive cleaner if you have a fiberglass tub.   |             |
|                                  | <i>Floors</i>   | Floors must be swept, mopped and disinfected. There should be no dirt or scuff marks on the floor. Clean baseboards.  |             |
|                                  | <i>Exhaust Fan(s)</i>   | Turn off main power to fan; remove fan cover and clean blades and housing. Use extreme caution to prevent water or cleaner from entering motor. Replace cover.  |             |
|                                  | <i>Sinks, Mirrors &amp; Counter Tops</i>  | Clean out 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.  |             |
|                                  | <i>Toilets</i>  | Clean and disinfect entire commode including inside of tank.  |             |
| <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. |   |             |

*(Continued on Reverse)*

|                                 | <i>Item</i>                            | <i>Action</i>  | <i>Done</i> |
|---------------------------------|--|--|-------------|
| <b>All Interior Rooms</b>       | <i>Floors</i>                          | All carpets must be <u>professionally steamed cleaned</u> and a receipt provided to Housing Representative at time of checkout. Sweep and mop all vinyl floors. Floors should not have any dirt or marks on them. Hardwood floors should be damp mopped with a mild detergent solution. Clean baseboards and all trim.   |             |
|                                 | <i>Walls</i>                           | Remove all nails, picture hangers from walls. Do not remove plastic anchors from walls. You will be advised whether or not to spackle/patch. Remove all marks, hand prints from walls. If the walls are excessively dirty beyond normal wear and tear the tenant will repaint entire room with matching color and type of paint. Thoroughly clean all electrical plate covers. Clean baseboards and all trim.                      |             |
|                                 | <i>Ceilings</i>                        | Remove cobwebs and remove dust out of corners  |             |
|                                 | <i>Windows</i>                         | Clean all windows and window tracks. Clean the outside and the inside of the downstairs windows. Clean the inside of the upstairs windows. Wash all blinds, screens and hardware.  |             |
|                                 | <i>Doors</i>                           | Remove scotch tape, decals, nails, tacks, etc. Clean both sides, tops, and clean knobs.  |             |
|                                 | <i>Light Fixtures</i>                  | Clean light fixtures and light covers. Replace any missing or burned out light bulbs   |             |
|                                 | <i>Fireplace</i>                       | Remove ashes in fireplace and clean. Brush down inside walls with a stiff brush and remove soot. Chimneys must be professionally cleaned and receipt for cleaning given to LHO at time of checkout. Polish any fireplace equipment   |             |
|                                 | <i>Furnace &amp; Hot Water Heaters</i> | Clean furnace and hot water heater area. Replace the air return filters throughout the unit. All vents must be dust free. Clean the outside of heater/air conditioner.   |             |
|                                 | <i>Smoke Detector</i>                  | Clean and test. Replace battery if needed.   |             |
|                                 | <i>Dryer Vent / Dryer</i>              | Clean outside dryer vent (if accessible). If dryers are furnished, clean along the edges and around the lids of both. Clean filter in dryer.   |             |
| <b>Exterior (if applicable)</b> | <i>Garbage Cans &amp; Garbage</i>      | Garbage cans must be washed out and trash removed from premises. Bags, boxes, and discarded items are not to be left in garage, carport or common areas.   |             |
|                                 | <i>Lawns / Garden Areas</i>            | Lawns must be watered, mowed, weeded, edged and policed for paper or debris. Driveways, sidewalks and curbs must also be weeded. Garden areas, flowerbeds, and patios must be free of weeds, grass and litter. Hedges must be trimmed if required. All holes must be filled and re-seeded  |             |
|                                 | <i>Garage/carport &amp; Driveways</i>  | Garages/carports/driveways must be swept clean and free of stains.   |             |
|                                 | <i>Walls and Doors</i>                 | Wash down all exterior walls and doors, front and back, including doorframes. Clean fingerprints and remove cobwebs.   |             |
|                                 | <i>Storage Sheds</i>                   | Outside storage sheds must be emptied, swept, and washed out, clean finger prints from doors and gates.  |             |
|                                 | <i>Light fixtures &amp; Mailbox</i>    | Clean all outside light covers and mailboxes. Replace burned out light bulbs.  |             |
| <b>Other Information</b>        | <i>Tenants with pets</i>               | Tenants with pets are required to have a professional fumigation for flea and tick infestation. You must give a receipt for fumigation to the Housing Representative at checkout.  |             |
|                                 | <i>Keys / Garage Door Opener</i>       | All keys, garage door openers, pool passes, parking passes must be turned in to the inspector at final inspection.   |             |
|                                 | <i>Communicate</i>                     | Call attention to any repair work that had not been completed by the CG/owner/agent. 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"> <li>o Change of Address Cards?</li> <li>o Turn off Telephone Service?</li> <li>o Turn off Cable TV Service?</li> </ul>  |             |
|                                 | <i>The Final Inspection</i>            | <p>If something comes up and you can not make the final inspection date, please contact your Local Housing Office immediately. Remember, your entitlement to BAH depends on a successful and complete Final Inspection.</p> <p>Please have your cleaning supplies on hand for the final inspection. This is just in case you missed some areas and need to do some touch up. However, all personal belongings must be removed.</p> |             |

