

Wendell H. Ford Regional Training Center

Cleaning Standards Checklist

Building #'s _____

PRE-INVENTORY

- Pre inventory and inspect all buildings, offices, bathrooms, bays, latrines, classrooms, and janitor closets.
- Furniture and equipment is in clean, operational, and in original locations per the posted DA Form 2062.
- Linen turned.
- Area is clear of all personnel, with the exception of a cleaning detail.
- Microwaves cleaned if present.
- ALL trash cans emptied, rinsed, and allowed to dry WITHOUT bags.
- All trash placed in dumpster prior to final inspection. No trash left around or on top of dumpsters.

AREA 1 - OUTSIDE

- Prior to inspection areas surrounding the building has been policed, free of trash and debris.
- Clearing barrels and butt cans are free of cigarette butts, trash, and debris.

AREA 2 - SUPPLY ROOM

- Floors thoroughly swept, mopped using cleaning solution, and dry prior to inspection. Free of scuffs and marks.
- Unit supplies and equipment will be cleared prior to inspection.

AREA 3 - HALLWAYS, ORDERLY ROOM, LAUNDRY ROOM

- Floors thoroughly swept, mopped, and dry prior to inspection. Free of scuffs and marks.
- Fire extinguishers are in proper locations.
- Water Fountains clear and cleaned using cleaning solution.
- Office furniture is clean, free of trash, and organized with drawers left open.
- Leave washers and driers open with lint traps cleaned out.
- Ice machine is functioning properly.

Wendell H. Ford Regional Training Center

Cleaning Standards Checklist

- Sinks have no standing water, clean, and are completely empty.
- Windows are completely secure and clean. Window in laundry room containing ice maker are to be left open.
- Walls are clean and clear of scuffs and/or marks. All posted documents have been removed.

AREA 4 - LATRINES

- Floors thoroughly swept, mopped, and dry prior to inspection. Need to be mopped using cleaning solution. Floors are clear of scuffs and dark markings.
- Toilets and Urinals cleaned with adequate cleaning solution as to disinfect and remove any orders. The outer portion and seats are included. Seats will be left up for inspection. Fixtures are to be cleaned and wiped dry.
- Sinks cleaned with adequate cleaning solution, rinsed with hot water, and left to dry.
- Shower floors are to be swept and mopped with bleach and hot water. Walls have to be cleaned with bleach and whipped dry. Fixtures have been cleaned and wiped dry. Soap dishes have been cleaned and drains free of all trash. (BARRACKS ONLY)
- Small trash receptacle in the female stalls emptied.

AREA 5 - BAYS

- Floors thoroughly swept, mopped using cleaning solution, and dry prior to inspection. Free of scuffs and dark marks.
- Mattress covers are to be placed on each bed. Change if necessary.
- All pillows are to be at the end of the bed (center of the room) for easy inventory.
- Shut and lock back door.
- Beds realigned in the same position as when soldiers arrived.
- BED CLOSEST TO THERMOSTAT IS 6-10 INCHES AWAY FROM WALL UNIT.
- Windows and sills are clean and clear. Blinds are in a down and closed position.
- Wall lockers are free of dirt, dust and trash to include top of wall lockers. Wall lockers are open for inspection.
- Shelves along both walls will be wiped down and free of dust.

AREA 6 - JANITORS CLOSET

Wendell H. Ford Regional Training Center

Cleaning Standards Checklist

- Floors thoroughly swept, mopped using cleaning solution, and dry prior to inspection. Free of scuffs and dark marks.
- Mops, brooms, and all items in the janitorial closet are neatly organized. Mops will be hung with head down to drip inside drain area.
- MSDS Cabinet inventoried and organized. No cleaning chemicals will be stored outside MSDS Cabinet.
- Request and replace cleaning items and equipment, if necessary.

AREA 7 – BREAKROOM (BLDG 329 ONLY)

- Floors thoroughly swept, mopped using cleaning solution, and dry prior to inspection. Free of scuffs and dark marks.
- Tables and chairs wiped down using cleaning solution and dry prior to inspection.
- Refrigerator cleaned out.

AREA 8 - AUDITORIUM (BLDG 329 ONLY)

- Floors thoroughly swept, mopped, and dry prior to inspection. Free of scuffs and marks.
- Carpet vacuumed.
- Floors thoroughly swept, mopped, and dry prior to inspection. Free of scuffs and marks.
- Kitchen Area
 - Sinks cleaned with adequate cleaning solution, rinsed with hot water, and left to dry.
 - Microwave cleaned.
 - Coffee maker cleaned out and top left open to air dry.
 - Refrigerator cleaned wiped out.
 - Dishes cleaned, dry, and put away.
 - Cabinets and drawers straightened and organized.
- Windows and sills are clean and clear. Blinds are in a down and closed position.

AREA 9 – CLASSROOMS (BLDG 329 ONLY)

- Floors thoroughly swept, mopped, and dry prior to inspection. Free of scuffs and marks.

Wendell H. Ford Regional Training Center

Cleaning Standards Checklist

- Windows and sills are clean and clear. Blinds are in a down and closed position.
- Dry erase boards cleaned and free of marks.
- Tables and chairs wiped down. (Stacked in stacks of 10.)
- Drawers and cabinets cleaned and empty.

NOTE - WORK ORDERS

- Examples of items to look for and add to a work order are listed below:
- All deficiencies need to be reported to LOG Section @ 7942 or 7990
 - Light fixtures (bulbs and covers)
 - Emergency lights and exit signs
 - Thermostats
 - Leaks (structural or plumbing)
 - Washers
 - Driers
 - Ice Maker
 - Door locks
 - Windows

Wendell H. Ford Regional Training Center

Cleaning Standards Checklist

Building #'s _____

STATEMENT OF UNDERSTANDING

I “Logistics Representative” have completed the issuing process and placed the DA Form 2062 in the appropriate folder. A Copy of the cleaning standards, clearance request, and DA Form 2062’s have been provided to the receiving unit/group.

Name _____

Signature _____

Date _____

I the “Unit/Group Representative” have received a copy of the cleaning standards, clearance request, and DA Form 2062’s. I understand that adhering to the provided standards is required as part of clearing the installation. In the event of a “battle handoff”, I will brief the receiving individual of these standards and ensure they are fully understood.

Name _____

Signature _____

Contact Number _____

Date _____

I “Logistics Representative” have completed an inspection of all assigned and common areas. I affirm that standards outlined in this document have been met by the unit representative.

Name _____

Signature _____

Date _____

Wendell H. Ford Regional Training Center

Cleaning Standards Checklist
