

EARLY OUT-PROCESSING INSPECTION CHECKLIST

Name: _____ **Dorm / Room:** _____ **Departure Date:** _____
TMO Pickup Date: _____

Due to unforeseen circumstances, this resident is unable to fully out-process their dormitory room before their departure. To expedite the PCS process, the member's Commander / First Sergeant has agreed to take responsibility for clearing of this room and will identify a point of contact (POC) as necessary. The ADL will conduct a pre-final inspection with the member prior to their base final out to verify all provided assets and furnishings are still in the room and there are no undocumented damages. After the member has PCS'd, the unit CC / CCF will ensure all personal possessions have been removed and the room has been cleaned.

Items not accomplished prior to member's departure will be the responsibility of the unit appointed POC.

Pre-Final Inspection	Final Inspection	Below is a list of items to be completed to pass the inspections:
—	—	Refrigerator: Empty - Clean interior and exterior to include seals, defrost freezer.
—	—	Microwave: Clean interior and exterior (also under turntable).
—	—	Stove / Oven: Clean interior and exterior of all surfaces.
—	—	Trash Can: Empty and clean (no residue on bottom or sides).
—	—	Lamps / Light Fixtures: Dust and ensure all bulbs are working.
—	—	Furnishings: Clean / dust inside and outside areas (wall units, dressers, etc.), remove all crumbs, dust, and hair from all drawers.
—	—	Bathroom: Clean shower head, knobs, bathtub (interior and exterior), shower walls, soap holder, towel rail, and toilet (remove all residue).
—	—	Vanity Area: Clean sink, medicine cabinet, and mirror.
—	—	Floors: Vacuum carpet and behind furniture / appliances. Sweep and mop tile floors.
—	—	Walls / Light Switch Plates: Remove stains, black marks, and mold.
—	—	Windows: Clean interior glass, window tracks, and sill.
—	—	Furniture inventory (AF Form 228): All items are accountable.

The above member's room is pre-final inspection compliant. _____
Airmen Dorm Leader Name, Rank, Signature

 The member will be authorized to remain in their assigned room until they depart from Kunsan AB. When the member vacates the room, it will be re-inspected. If the room is in acceptable order, the member will be released from the Housing Office. If the resident departs without clearing housing, or if additional cleaning is required, the POC listed below will be responsible for cleaning. If undocumented damages are identified during re-inspection, the Housing Office will assess liability as required.

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POC Name, Rank, Duty Phone, Signature

Dorm Resident Name, Rank, Signature

Unit CC or First Sergeant, Signature