

Quarantine/Isolation/ROM Room Cleaning Checklist/Bldg. 1935/1936

This checklist is provided to assist you in smoothly vacating your assigned room/unit. Ensure your room/unit is clean (dusted & free of marks, stains, residue, etc.) and all personal items, food items, and trash are removed prior to inspection.

Checkout inspections are now via member/sponsor scheduled appointment, as the release date of negative test results varies significantly. Upon receipt of negative test results, please promptly email the org box (35FSS.FSVS.ContingencyLodging@us.af.mil) with your room number, written confirmation that all members that stayed in your room have received negative test results, and a proposed date and time for checkout (Mon-Fri, 0830-1600). One family member must be present during the checkout inspection, please ensure you have completed all requirements on the in-room cleaning checklist before your scheduled appointment for efficiency. Upon arrival, CL staff will verify the inhabitant has received a negative COVID test result and that their First Sergeant has granted permission of release from ROM. First Sergeants will be notified for any substantial damage/discrepancies.

- -Cleaning equipment is centrally located in the janitor closet of the each floor. (Return after use)
- Garbage disposal is outside the main entrance and to the left (Separate combustibles and non-combustibles)
- -Do not Unplug/Change Name or Password WIFI router, others may be using the same router- ONLY use the right/small elevator during ROM
- -For relieving PETS, use grassy area nearest to the tower while maintaining social distancing. Dog park is off-limits.
- -For maintenance issues during 0800-1600L, call Lodging Rep at DSN: (315) 226-8255; opt. 1; ext. 281-657-4401
- -For after-hours maintenance emergencies, call CE Customer Service at 226-9675

Cleaning Requirements:

- Dust/Clean all of the following items in rooms that you occupied and common areas:
 - Closets (interior/exterior)
 - Refrigerator (interior/exterior)
 - Microwave (interior/exterior)
 - Oven/Stove-top (interior/exterior including drip pans)
 - Wipe down Washer/Dryer (Lint Trap)
 - Sinks/Vanities
 - Counters
 - Windows
 - Ceiling Fan
 - Light Fixtures
 - Toilets
 - Shower/Tub
- **Linen:**
 - ROM occupants: Wash, fold and re-bag linen (but leave pillows in room) and return to bin outside 19361B.
 - Isolation occupants: If linen was provided to you, please leave it in the room.
- Vacuum/Sweep/Mop floors and patio if accessible
- Please open all cabinets, drawers, oven and microwave prior to checkout inspection. If the unit comes withan FSS provided Kitchen kit (dishes, pots/pans, flatware in cabinets), ensure all items in kit are visible and clean.

Once you have a confirmed negative test and a CL rep has cleared you from your room, you are free to go! We appreciate your cooperation in keeping our facilities clean as we do not have housekeeping like a normal operation.

*Thank you,
Contingency Lodging Staff*