



Lodging (BPC) Out-Processing Checklist



CAO 14 Feb 24

Guest Name/Rank _____ **Bldg. /Room #** _____

Squadron/Unit _____ **Date of Departure** _____

ALL must be completed regardless of roommate/suitemate

BPC/DS/CC Guest:

- Throw away all trash and disposable cleaning supplies
- Discard all personal items/clothing/food – TVs may be left
- Bathroom
- Closet/Wall Locker
- Ensure all furniture is serviceable and in the room
- Dust desk/nightstand/entertainment center/wall locker
- Floor swept and mopped
- Remove placard from door/window
- Refrigerator/freezer, cleaned
- Clean A/C filter (CC)
- Clean glass window and window sill (**N/A to DS Guest)

CC Guest:

- Empty Dehumidifier
- A/C on in low cool setting

BPC Guest:

- Wipe Kitchenette counters /cabinets/table
- Microwave clean
- Disinfect vanity, sink, toilet, and bathtub
-

Out Process at Lodging Desk

- Room entry door and common area door locked
- Return soiled linen to the Lodging Office (if applicable)

Have available at time of check out:

- Lodging Room Key
- Printed copy of Virtual Out-Processing Checklist
- PERSCO blue- stamped orders
- Open CE work order numbers: _____
- Report Lodging Maintenance issues: _____

**First Sergeant / Unit Quarters
Representative (UQR):**

I certify that the member's room has been inspected and is serviceable for the next occupant.

Printed Name: _____

Signature: _____

Date: _____

LODGING OFFICE USE ONLY

- Checked Out of CQMAPS
- CE/Lodging Maintenance issues reported
- Key Turned in

Lodging Staff Name: _____



Lodging (DS) Out-Processing Checklist



CAO 14 Feb 24

Guest Name/Rank _____ Bldg. /Room # _____

Squadron/Unit _____ Date of Departure _____

****ALL must be completed regardless of roommate/suitemate****

DS Guest:

- Throw away all trash and disposable cleaning supplies
- Discard all personal items/clothing/food - TVs may be left behind
- Closet/Wall Locker
- Ensure all furniture is serviceable and in the room
- Dust desk/nightstand/entertainment center/wall locker
- Floor swept and mopped
- Remove placard from door
- Refrigerator/freezer, cleaned
- Empty Dehumidifier
- Microwave clean

Out Process at Lodging Desk

- Room entry door locked
- Return soiled linen to the Lodging Office (if applicable)

Have available at time of check out:

- Double Stack Room Key
- Printed copy of Virtual Out-Processing Checklist
- PERSCO blue- stamped orders
- Open CE work order numbers: _____
- Report Lodging Maintenance issues: _____

**First Sergeant / Unit Quarters
Representative (UQR):**

I certify that the member's room has been inspected and is serviceable for the next occupant.

Printed Name: _____

Signature: _____

Date: _____

LODGING OFFICE USE ONLY

- Checked Out of CQMAPS
- CE/Lodging Maintenance issues reported
- Key Turned in

Lodging Staff Name: _____