

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
QUARTERS INSPECTION CHECKLIST

Name & Rank of Service Member	Housing Site	Date of Inspection
Quarters Address	Type of Inspection	
	Pre-Check-In Check-In Annual	Safety / Fire For Cause ERA

Instructions: All rooms are designated in clock-wise direction, upon entering at the front door on 1st floor, standing at the top of stairs on a 2nd floor. Use condition codes at bottom of form. Use Remarks Block for additional comments. Attach Disclosure Letter for ERA inspections.

LIVING ROOM		DINING ROOM		HALLWAY/STAIRS			BEDROOM	Condition			
Item	Condition	Item	Condition	Item	1	2	Item	1	2	3	4
Ceiling		Ceiling		Ceiling			Ceiling				
Walls		Walls		Walls			Walls				
Baseboards		Baseboards		Baseboards			Baseboards				
Floors		Floors		Floors			Floors				
Windows		Windows		Windows			Windows				
Screens		Screens		Screens			Screens				
Blinds / Shades		Blinds / Shades		Blinds / Shades			Blinds / Shades				
Light Fixtures		Light Fixtures		Light Fixtures			Light Fixtures				
Electric Outlets		Electric Outlets		Electric Outlets			Electric Outlets				
Doors		Doors		Doors			Doors				
Closets		Closets		Closets			Closets				
Fireplace		Other:		Stairs/Railings			Smoke Detector				
Other:		Other:		Smoke Detector			Escape Ladder				
Other:		Other:		Other:			Other:				

BATHROOM		Condition			KITCHEN		LAUNDRY ROOM		GARAGE/CARPORIT/SHED	
Item	1	2	3	Item	Condition	Item	Condition	Item	Condition	
Ceiling				Ceiling		Ceiling		Ceiling		
Walls				Walls		Walls		Walls		
Baseboards				Baseboards		Baseboards		Shelving/Workbench		
Floors				Floors		Floors		Concrete Floors		
Windows				Windows		Windows		Windows		
Screens				Screens		Screens		Screens		
Blinds / Shades				Blinds / Shades		Blinds / Shades		Blinds / Shades		
Light Fixtures				Cabinets		Light Fixtures		Light Fixtures		
GFI Electric Outlets				Counter Tops		Electric Outlets		GFI Electric Outlets		
Commode				Vent / Fan		Doors		Doors		
Tub/Shower				Sink		Deep Sink		Garage Door/Opener		
Medicine Cabinet				Garbage Disposal		Other:		Fire Extinguisher		
Sink Area				Light Fixtures		Other:		Trash Can		
Cabinets				GFI Electric Outlets		Other:		Recycling Bins		
Towel Rods				Doors		EXTERIOR				
Soap Dish				Fire Extinguisher		Entry Doors		Patio/Deck/Balcony		
Vent / Fan				Other:		Exterior Lights		Landscaping		
Doors				Other:		Siding / Trim		Roof / Gutters		
Other:				Other:		Fencing		Driveway / Parking		

Condition Codes:	N	New	G	Good	F	Fair *	P	Poor *	* Requires written comment.
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APPLIANCE SUMMARY

Item	Brand	Model	Serial No.	Condition
Refrigerator				
Range				
Dishwasher				
Microwave				
CO Detector				

OTHER:		Remarks / Discrepancies / Damages
Item	Condition	
Ceiling		
Walls		
Baseboards		
Floors		
Windows		
Screens		
Blinds / Shades		
Light Fixtures		
Electric Outlets		
Doors		
Closets		
Other:		
Other:		

OTHER:		Remarks / Discrepancies / Damages
Item	Condition	
Ceiling		
Walls		
Baseboards		
Floors		
Windows		
Screens		
Blinds / Shades		
Light Fixtures		
Electric Outlets		
Doors		
Closets		
Other:		
Other:		

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

AUTHORITY: 5 USC 5911 & 5912

PURPOSE: To record the material condition of assigned Government housing.

ROUTINE USES: None. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Disclosure of the information is voluntary and will assist the Housing Office with property documenting the material condition of assigned Government housing.

Resident Certification: I certify this inspection represents a true record of the condition of my unit, and I am responsible for any and all damages incurred as noted during my occupancy of these quarters.

<i>Service Member's Signature</i>	Date
<i>Housing Inspector's Signature</i>	Date