ROOM INSPECTION CHECKLIST

Name:

Platoon: Inspector:

E	S	U	INSPECTED AREA	COMMENTS
			DOORS	
			Hallway entrance door will identify each Cadet, room assignment, unit designation, and major	
			Room entrance will identify each Cadet along with class schedule.	
			CLOSET/WARDROBE	
			Military and civilian clothes organized in a neat orderly fashion and not intermingled. Clothes hung in a uniformed manner with fasteners to the Cadet's left when facing the closet. All Cadets equally space all hangers.	
			Freshmen required to close all fasteners on all military and civilian clothing.	
			Upperclass Cadets will close top fasteners on all military clothing.	
			MILITARY CLOTHES	
			Military clothes will be organized as follows, starting closest to entry door:	
			Jacket, Midnight Service	
			Jacket, Black	
			OCP Set (blouse and trouser on one hanger)	
			Shirt, Midnight Gabardine	
			Shirt, White Short Sleeve	
			Polo. Purple Thursday	
			Trousers/Slacks, Gabardine	
			Skirt, Gabardine (if applicable)	
			Additional ROTC Clothing (if applicable)	
			HEADGEAR	
			Organized in the following manner and start closest to the room entrance. Brim of cover will run flush to forward edge of shelf. Civilian hats behind military covers.	
			Hat, Cowboy (Felt)	
			Hat, Cowboy (Straw)	
			Cap, Service	
			Cap, Garrison	
			Cap, Corps (Coyote)	
			Caps, Civilian (If applicable)	
			SHOES	
			Organized in the following order, clean, laces tucked in.	
			Boots, Ostrich Cowboy (If applicable)	
			Boots, Combat	
			Shoes, Low Quarter	
			Shoes, Pumps (If applicable)	
			Shoes, PT	
			Shoes, Civilian (from heaviest to lightest shoe)	
			ADDITIONAL ITEMS	
			May be stored on closet floor, but must be organized in a neat and orderly fashion.	
			HYGIENE AREA	
			Nothing on sink top, with the exception of pump-style liquid hand soap dispensers or some other form of soap and tooth brush/razor holder, if desired	
			Towels hung neatly on designated towel racks near the sink and shower area.	
			Sinks and mirrors clean and free of dust, dirt, and water spots	
			STUDY AREA	
			Desk/Hutch, trash can, and bulletin board will be neat and orderly.	
			WINDOWS	
			Blinds will be extended completely and parallel to the floor during inspection times unless occupants are attempting to sleep.	
			Curtains will be open as far as able to during inspection times unless occupans are attempting to sleep. Curtains will follow OPSMAN regulations regarding color. Other materials may not be used as curtains.	
			BEDS	
			All beds will remain assembled according to regulations and made each day. Beds will be maintained according to the following guidelines:	
			- 2 white sheets, white pillow case, and Corps bedspread	
			- Top sheet paired with the bedspread on top will fold down 18 inches from the head of the bed using 6 inch folds and be neatly tucked underneath the mattress.	
			- The pillow will be centered and grounded to the fold of the bedspread.	
			- Hospital corners will be used for all exposed corners.	
			- Safety pins will not be used to secure sheets to mattress.	
			FLOORS	
			Floors clean, neat, and orderly.	
			Electronic cables must be secured, neat, and not obstructing the natural walking pathway of the room.	
			INSPECTOR COMMENTS	

Inspector Signature_____