

Termination of Quarters No. 1127B 1972

UN ARCHIVES

SERIES 0690
BOX 6
FILE 15
ACC. _____

DEPARTMENT OF THE ARMY
HEADQUARTERS 2D TRANSPORTATION GROUP
APO San Francisco 96259


EAKSP-FH

14 November 1972


SUBJECT: Termination of Temporary Quarters #1127B

Valiyampath Menon
UNMCK

1. Under the terms of the letter addressed to you by the Chief, PSA dated 15 June 1970, Subject: Assignment of Temporary Quarters 1127B, you agreed to vacate said quarters upon 15 days written notice. The quarters you are presently occupying on a temporary basis are required to house a Priority 1, military sponsor.
2. You are therefore required to vacate Quarters #1127B NLT 29 November 1972. Building #426, one of the buildings allocated to UN personnel is available for your use. Any questions concerning this notification to vacate temporary quarters should be directed to the Commander, Area Support Activity.
3. You are requested to acknowledge receipt of this letter by indorsement hereon.


RALPH E. EDWARDS
MAJ, TC
CDR, Area Support Activity

Receipt acknowledged.


Valiyampath Menon
UNMCK

DISPOSITION FORM

For use of this form, see AF 340-15; the proponent agency is The Adjutant General's Office.

REFERENCE OR OFFICE SYMBOL

EMST-SD

SUBJECT

Dependent Housing Final Clearance Inspection
Requirement

TO

FROM

S-4, 2d Trans Group
A.O 96259

DATE

CMT 1

MR MENON
(Sponsor)

1127B
(Quarters No.)

In order to avoid any misunderstanding or to cause any undue delay in the final clearance of your quarters, you are advised of occupant responsibility for the clearliness of quarters and grounds or which you are liable for repair costs made necessary by other than fair wear and tear. The following actions will be accomplished by the occupant prior to final inspection and/or clearance:

- a. Household goods and hold baggage will be removed before inspection. If circumstances beyond the control of the occupant prevent this, due consideration will be given by the Facilities Engineer and Dependent Supply Office. Hand luggage to be carried aboard ship or aircraft will be placed in one room within the quarters.
- b. All screens, windows, and venetian blinds will be cleaned. All screens will be in place and windows locked.
- c. Woodwork will be thoroughly cleaned. Dirt, dust, spiderwebs, crayond, pencil, or other damaging marks will be removed from walls:
- d. Dust, dirt, spots, and stains will be removed from floors. Tile and linoleum (asphalt or rubber) will be cleaned with a damp mop and mild detergent cleanser, and a thin coat of liquid water emulsion wax applied and then buffed to bring out the gloss.
- e. The stove will be thoroughly cleaned inside and out. It will be pulled forward from the wall and cleaned underneath. The floor under the stove and slides of adjacent cabinets and walls be thoroughly cleaned of all dirt and grease whenever possible.
- f. The refrigerator will be defrosted, disconnected, cleaned, dried, and doors left open. The cabinet and motor exteriors will be cleaned. The refrigerator will be pulled forward from the wall and the floor and sides of adjacent cabinets will be thoroughly cleansed of all dirt and grease. Where required by the occupant, the refrigerator may continue to be used; otherwise it will be turned off and doors left open.
- g. Drawers of cabinets, tables, bureaus, and dressers will be cleaned and left open.
- h. A light coat of polish will be applied to all wooden furniture.

Inclosure 5

EAKSP-SD

SUBJECT: Dependent Housing Final Clearance Inspection Requirement

- i. Closets and cabinets (including medicine chest) will be emptied, cleaned, and doors left open. Clothes hangers may be left hanging on rods in closets.
- j. Kitchen sinks, toilet bowls, bathroom sinks, cabinets under sinks, bath tubs, showerstalls and plumbing fixtures will be cleaned and all marks and scars removed.
- k. Electric fixtures, including light shades and globes, will be cleaned and dusted. Each light outlet will contain a useable bulb at time of inspection. Work orders will be placed with the Facilities Engineer on all unserviceable electrical fixtures prior to final clearance inspection.
- l. Fireplace floor will be cleaned and ashes removed. Heating and forced air systems will be cleaned of dust and foreign matter.
- m. Utility room will be cleaned and in order.
- n. Porches will be cleaned and trash removed.
- o. Grounds will be policed, grass mowed, leaves raked, and the yard cleaned of all personal property. Weeds around shrubbery will be removed.
- p. Electrical and plumbing fixtures installed for dryers and automatic washers will be left in place and the water turned off.
- q. Electric exhaust fan in kitchen will be thoroughly cleaned.
- r. Lid-lifting, pressure-type garbage cans will be cleaned and stored in the utility room. Large outside garbage cans will be cleaned, lids secured in place, and placed in utility room. Door mats and waste baskets will also be placed in utility room.
- s. Adhesive or pin-driven picture books will be left in place.
- t. All window panes which were removed in order to install air conditioners will be replaced at the occupant's expense prior to requesting clearance.
- u. All alterations made to the building by the occupants will be restored to the original condition.
- v. The Civilian Personnel Office will be notified in writing of your departure if you sponsor any personal hire employees. This is necessary so that employee's sponsor of record may be changed, or their passes collected if they have no new sponsor. For your use in clearing, CPO will provide a statement acknowledging notification of your departure.