

BEQ CHECK IN/CHECK OUT REGISTRATION CARD

NAME (LAST, FIRST, MI)	RATE/RANK	BLDG	WING/ROOM
COMMAND NAVAL CONSTRUCTION TRAINING CENTER	UNIT/DEPARTMENT CM "A" SCHOOL		TELEPHONE 805-982-4298

PRIVACY ACT STATEMENT - Authority to request this information is derived from 5 USC 307 Departmental Regulations. Information regarding your name, rate, SSN is required to provide berthing accommodations and will become a permanent part of the BEQ Registration Log. The information will be used by the BEQ Management, Navy Inspectors and Auditors, and to maintain accountability of all linen/keys, furniture, supplies and equipment issued to residents. Completion of this form is completely voluntary; however, failure to provide this requirement may result in not being assigned berthing.

I ACKNOWLEDGE IT IS MY RESPONSIBILITY TO READ THE BACHELOR ENLISTED QUARTERS REGULATIONS AND ABIDE BY THE CONTENTS THEREIN.

ITEMS	CHECK IN	CHECK OUT
BEDROLL (Consists of one pillow, one pillowcase, one blanket, one bedspread, and two sheets)		
FURNITURE	SAT / UNSAT	SAT / UNSAT
WINDOWS/WINDOWS SCREEN AND FRAME	SAT / UNSAT	SAT / UNSAT
REFRIGERATOR (EMPTY, DEFROST AND CLEAN)	SAT / UNSAT	SAT / UNSAT
CARPET (VACUUM)	SAT / UNSAT	SAT / UNSAT
LOCKERS (EMPTY AND CLEAN)	SAT / UNSAT	SAT / UNSAT
DRAWERS (EMPTY AND CLEAN)	SAT / UNSAT	SAT / UNSAT
DECK (SWEPT AND CLEAN)	SAT / UNSAT	SAT / UNSAT
TRASH CAN (EMPTY AND CLEAN)	SAT / UNSAT	SAT / UNSAT
DOORS (CLEAN ON BOTH SIDES)	SAT / UNSAT	SAT / UNSAT
CHAIRS/CURTAINS	SAT / UNSAT	SAT / UNSAT
ELECTRICAL OUTLETS/BASEBOARDS	SAT / UNSAT	SAT / UNSAT
OVERHEAD LIGHTS	SAT / UNSAT	SAT / UNSAT
WALLS (CLEAN, NO MARKS OR DAMAGES)	SAT / UNSAT	SAT / UNSAT
SMOKE DETECTOR	SAT / UNSAT	SAT / UNSAT
MIRROR/VANITY/STORAGE	SAT / UNSAT	SAT / UNSAT
TUB/SINK/SHOWER/SHOWER CURTAIN	SAT / UNSAT	SAT / UNSAT
TOILET/FIXTURES	SAT / UNSAT	SAT / UNSAT

THE ABOVE LIST REFLECTS ROOM CONDITIONS AT TIME OF OCCUPANCY. I HOLD MYSELF RESPONSIBLE FOR ANY DAMAGE OR MISSING ITEMS NOT NOTED ABOVE.

RESIDENT	DATE
BEQ MANAGER	DATE
NMT LPO	DATE

RETURN THIS FORM TO NMT STAFF, BLDG. 1300 DURING NORMAL WORK HOURS. NO CHECK OUTS ON WEEKENDS, HOLIDAYS OR AFTER-HOURS.