

Check-out List

NAME_____

1) PAGERS

-Return Pagers to OS1 Neill.

Checked out by OS1 Neill: Signature_____

2) EXCHANGE/SHIP STORE BILL

-Have all bills and accounts paid to ENS Selavka.

-Checks are to be made out to "HEALY EXCHANGE"

Checked out by ENS Selavka: Signature_____

3) GALLEY/MESS BILL

Checked out by FSCS Forsythe: Signature_____

4) STATEROOMS: Prior to Departing, please do the following:

- a) Wash and fold your linen placing them back on your bed.
- b) Restock toilet paper under sinks and in heads (TP located in laundry room).
- c) Empty your trash prior to leaving
- d) Vacuum your room.
- e) Wipe down the sinks and shower.
- f) Dust high surfaces
- g) Ensure that you did not leave anything behind.
- h) Remove nameplates
- i) Sweep dirt/mud away from in front of the room.

Checked by HSC Andersen, ENS Biemiller, or ENS Niemann (or OOD if inport).
Signature_____