

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

OMB Control Number: 1660-NEW

Expiration Date: MM/DD/YYYY

READY FOR OCCUPANCY STATUS

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. This collection of information is mandatory. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-NEW). **Please do not send your completed survey to the above address.**

PRIVACY ACT STATEMENT

AUTHORITY: The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5174 and Title 44 C.F.R. Part 206.117.
PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of advising FEMA Individual Assistance applicants of the requirements to occupy temporary housing units, of the requirements for final sales of the unit if FEMA offers a sale program for its temporary housing units as part of its direct housing program under a Presidentially-declared disaster.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA - 008 Disaster Recovery Assistance Files System of Records, 78 Fed. Reg. 25282 (Apr. 30, 2013), and upon written request, by agreement, or as required by law.
DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving the requested disaster-related temporary housing assistance.

FEMA RFO Checklist

Contract #:	Task Order #:	Type of MHU:	Date of Inspection:
Address:	City:	MHU Barcode:	MHU VIN:
Inspector Name:	Inspector Signature:	Phone Number:	
FEMA Monitor Name:	FEMA Monitor Signature:	Phone Number:	

UFAS CONUS:

Note: Descriptions in this document are for reference only. The requirements are found in the contract. Descriptions in this document do not supersede any of the requirements in the contract.

EXTERIOR

INITIALS

ITEM	DESCRIPTION	YES	NO	N/A	UNKNOWN	INITIALS	
						CONTRACTOR CERTIFICATION	FEMA MONITOR
PLACING/SECURING							
BLOCKING	Blocking done according to the Solicitation, state or local entity requirements, and/or manufacturer specifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LEVEL	Is the MHU level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
TIE DOWNS	Is the MHU tied down safely and securely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
ANCHORING	Is the MHU anchored safely and securely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

UTILITIES

WATER	Is the water piping connected and working properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SEWER	Is the sewage system connected properly (check slope, etc.) and in working condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
ELECTRIC	Are all the electrical components working properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

READY FOR OCCUPANCY STATUS

ENTRY							
STEP	Is the entry component installed and safe to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
PLATFORM STAIR	Is the entry component installed and safe to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
RAMP	Is the entry component installed and safe to use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DOOR/LOCKS	Are the exterior locks and door functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EXTERIOR STRUCTURE							
WINDOWS	Are all windows present and functional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
ROOF	Is the roof in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SIDING	Is the siding in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EXTERIOR MISCELLANEOUS							
FIXTURES	Are all fixtures present and functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
GFCI	Are GFCI outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
HEAT TAPE	Is heat tape functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
ITEM	DESCRIPTION	YES	NO	N/A	UNKNOWN	CONTRACTOR CERTIFICATION	FEMA MONITOR
INTERIOR							
KITCHEN							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CABINETS	Are all cabinets in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SINK	Is the sink functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EXTINGUISHER	Is the fire extinguisher present and in working condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FURNISHINGS	Are all the furnishings in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
APPLIANCES							
RANGE	Is the range functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
REFRIGERATOR	Is the refrigerator functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
MICROWAVE	Is the microwave functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
RANGE HOOD	Is the range hood functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WATER HEATER	Is the water heater functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIVING ROOM							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

READY FOR OCCUPANCY STATUS

CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FURNISHINGS	Are all furnishings in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BATHROOM 1							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FURNISHINGS	Are all furnishings in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
ITEM	DESCRIPTION	YES	NO	N/A	UNKNOWN	CONTRACTOR CERTIFICATION	FEMA MONITOR
BATHROOM 1 (CONTINUED)							
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BATHROOM 2							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
VENT FAN	Is vent fan functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DOOR	Is the door in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CABINETS	Are all cabinets in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FIXTURES	Are all fixtures present and functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SHOWER	Is the tub/shower in good condition and functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
COMMODOE	Is the commode functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SINK	Is the sink in good condition and functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

READY FOR OCCUPANCY STATUS

BEDROOM 1							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DOOR	Is the door in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FURNISHINGS	Are all furnishings in good condition? Are the mattresses new	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BEDROOM 2							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
ITEM	DESCRIPTION	YES	NO	N/A	UNKNOWN	CONTRACTOR CERTIFICATION	FEMA MONITOR
BEDROOM 2 (CONTINUED)							
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DOOR	Is the door in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FURNISHINGS	Are all furnishings in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BEDROOM 3							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DOOR	Is the door in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
LIGHTING	Are all lighting components functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
OUTLETS	Are all outlets functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
FURNISHINGS	Are all furnishings in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
BLINDS	Are all blinds present and in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	Is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

HALLWAY							
FLOOR	Is the floor in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
WALLS	Are the walls in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CEILING	Is the ceiling in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
HVAC	Is the door in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
SMOKE/STROBES	Is the smoke alarm functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DRYER VENT INSTALLED	Is the dryer vent functioning properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
CLEAN AND MAKE READY	is the unit clean	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

ADDITIONAL COMMENTS