

**COMMANDANT FACILITIES CHECKLIST**

After the Commandants Facilities Follow-Up Inspection, return this checklist to the Midshipman Activities Officer (MAO). Failure to do so will result in loss of facility privileges. The Commandant Facilities Office can be reached at 410-293-37700, CMDTFacilities-group@usna.edu, room 4B08.

**SECTION I. EVENT INFORMATION (To be completed by the requesting midshipman)**

FACILITY REQUESTED:  SMOKE PARK  
 BANCROFT GRILLING AREA

1. EVENT:	2. DATE:	3. NUMBER OF ATTENDEES:
4. POC NAME:	5. POC EMAIL:	6. POC PHONE:
7. CO/SEL AT EVENT NAME:	8. CO/SEL AT EVENT EMAIL:	9. CO/SEL AT EVENT PHONE:

**SECTION II: CHECKLIST (To be filled out prior to event)**

<input type="checkbox"/> EVENT SCHEDULED	SCHEDULER SIGNATURE	<input type="text"/>
<input type="checkbox"/> EXCUSAL SUBMITTED. DATE: _____	LOGISTICS SIGNATURE	<input type="text"/>
<input type="checkbox"/> MWF YELLOW FUNDING DOCUMENT IN PLACE	MWF SIGNATURE	<input type="text"/>
<input type="checkbox"/> MEAL REQUEST VIA MFSD	MFSD SIGNATURE	<input type="text"/>
<input type="checkbox"/> TABLES (#) _____ CHAIRS (#) _____	MAO SIGNATURE	<input type="text"/>

**SECTION III. GRILLING (To be filled out if requesting the use of Smoke Park)**

Burn mats and fires extinguishers are required. Sponsoring organization is responsible for providing burn mats/ fire extinguishers. Fires extinguishers may be checked out from the Commandant Facilities Office. Do not remove Bancroft Hall Fire Extinguishers. Call (202) 433-4201 when ready for pre-light inspection.

FIRE EXTINGUISHERS CHECKED OUT (2 required). DATE: \_\_\_\_\_ SERIAL NUMBERS: \_\_\_\_\_

BURN MAT OBTAINED (2 per grill required)

BURN PERMIT ISSUED. FIRE MARSHALL/FACILITIES VERIFICATION

FIRE EXTINGUISHERS RETURNED. DATE: \_\_\_\_\_

**SECTION IV. CLEAN UP PLAN (To be filled out by the Commandant's Facilities Office)**

CLEAN-UP PLAN APPROVED. DATE: \_\_\_\_\_

FOLLOW-UP INSPECTION COMPLETED. DATE: \_\_\_\_\_  SATISFACTORY  UNSATISFACTORY

10. COMMENTS: