



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 4730.1D  
1<sup>ST</sup> LT  
APR 13 2017

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4730.1D

From: Commandant of Midshipmen

Subj: BANCROFT HALL ZONE INSPECTIONS

Ref: (a) COMDTMIDNINST 5400.6Q

Encl: (1) Material Discrepancy Inspection Chit  
(2) Company Area of Responsibility Plan  
(3) Extra Curricular Activities (ECA) Space Inspection Chit  
(4) ECA Space Assignments and Random Inspection AORs  
(5) Zone Inspection Memorandum  
(6) Material Discrepancies without Work Orders

1. Purpose. To define procedures, responsibilities, and frequency for Brigade wide Material Discrepancy Zone Inspections and to provide guidelines for inspection criteria.

2. Cancellation. COMDTMIDNINST 4730.1C.

3. Discussion. Zone inspections shall be conducted two times a year per Battalion: Fall mid-semester (October, November, and December) and spring mid-semester (January, February, and March). The Battalion inspections will be scheduled by the Brigade First Lieutenant in accordance with the availability of the Company First Lieutenant schedule. ECAs will be inspected in correspondence with the Battalions responsible for them, at a time scheduled by the Battalion First Lieutenant. The purpose of the inspections is to assess the overall material condition readiness of Bancroft Hall. The inspection will also assess the ability of the Brigade to effectively identify, report, and track material discrepancies within Bancroft Hall.

4. Action

a. The Brigade First Lieutenant will schedule the inspection through the Battalion First Lieutenants and their coordinating Company First Lieutenants. Once scheduled the Company will have three days to complete the inspection after starting the inspection. The Brigade First Lieutenant will ensure the Battalion First Lieutenant's oversee and monitor the inspections of the companies within the Battalion.

b. The Facilities Department will oversee the inspection. Senior Enlisted Leaders (SEL) and Company Officers will be requested to inspect alongside ensuring proper inspection procedures. The following midshipmen staff members are requested to be present for the inspection: Brigade

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First Lieutenant, Battalion First Lieutenant, Company First Lieutenant, and Company Executive Officer in their absence, a suitable replacement will be coordinated with Battalion and Company Staff.

#### 5. Company Inspection Procedures

a. Inspection Groups will muster at the Mate's Desk for the Company that is being inspected that day.

b. Inspectors will verify that all rooms and Areas of Responsibility (AOR) assigned to the company, per enclosure (2), are inspected.

c. Members of the Brigade Staff who live in "Striper Alley" will be inspected at the same time as 2<sup>nd</sup> Company.

#### d. Company Duties:

(1) Companies are responsible for all rooms in which company members are residing, even if those rooms are not contained within the company's AOR. Companies with Brigade, Regimental, Honor, or any other out of company staff members residing in their company area will have their rooms inspected as part of that Company. Material discrepancy deficiencies will be annotated within that Company's AOR.

#### (2) Company First Lieutenants will ensure the following:

(a) One Material Discrepancy Inspection Chit (enclosure (1)) is posted and filled out in each room prior to the inspection commencing. The work order portion of the chit must be filled out for any outstanding work orders in the area applicable.

#### (b) That the following is at the Mate's desk prior to inspection commencing:

1. A copy of enclosure (6) to be filled out by the inspectors.

2. A visual and written printout of the Company's AOR.

3. A compiled list of all outstanding work orders for the company area excluding rooms (heads, P-ways, ladder wells).

#### e. Upon completion of a room inspection, the First Lieutenant's will:

(1) Compile the material discrepancies that are without work orders and submit them to the Zone Inspection Memorandum. Once the memorandum is drafted it shall be submitted to the Battalion First Lieutenant of the inspection group.

(2) Submit all material discrepancies found without work orders into a shared Service Request Document provided by Commandant Facilities.

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(3) Once reviewed and edited the Battalion First Lieutenant's will submitted the finalized Inspection memorandum to Commandant Facilities.

f. ECA Space Inspection Procedure:

(1) Battalion First Lieutenants with a Battalion Company Officer, SEL, or Commandant Facilities staff member will inspect ECA Spaces within their respective AOR as listed in enclosure (5).

(2) The President or Vice-President of the ECA space must be present for the inspection.

(3) The ECA space will provide a copy of the ECA Space Inspection Chit (enclosure (4)).

(4) The ECA Space will provide a copy of the Material Discrepancy Chit (enclosure (1)).

(5) ECA Spaces that fail the Material Discrepancy Inspection will be re-inspected by the following within three working days:

(a) Brigade Executive Officer.

(b) ECA Officer Representative.

(c) Operations ECA Officer.

(6) ECA Spaces that fail the second inspection will be re-inspected by the following within three working days of the second inspection:

(a) The second inspection team.

(b) Operations Officer.

(c) Battalion Officer.

(d) Bancroft Hall Facilities Officer.

(7) Results of the ECA Zone Inspection will be compiled and reported to the Deputy Commandant, Battalion Officers, and Battalion LCPOs, along with the Brigade Zone Inspection results.

(8) ECA Spaces will be maintained to a daily room standard at all times. ECA Spaces will be inspected a minimum of weekly by their midshipmen members and Officer or Enlisted Representatives for adherence to these standards. Daily room standards include the following:

(a) Refuse removed.

(b) No personal gear in space.

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- (c) Floors swept and cleaned.
- (d) Room and gear arranged neat and orderly.
- (e) No vulgar or inappropriate material present.

(9) ECA Spaces failing to meet any Daily Room Standard or failing an Alpha Inspection may have the following minimum consequences until corrected:

- (a) Movement Orders canceled.
- (b) Financial accounts frozen.

6. Review Responsibility. The Bancroft Hall Facilities Officer/Leading Chief Petty Officer is responsible for the annual review of this instruction.



S. C. MCANDREW  
By direction

Distribution:  
Non-Mids (Electronically)  
Brigade (Electronically)

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<b>MATERIAL DISCREPANCY INSPECTION CHIT</b>			
Company _____		Date: _____	
		Room: _____	
GENERAL ROOM CHECKLIST ITEMS			
Door		Discrepancy	W/O# /SH Request
SAT( ) UNSAT ( )	Door lock and unlocks		
SAT( ) UNSAT ( )	Door opens and closes smoothly		
SAT( ) UNSAT ( )	Automatic door closer closes door Fully		
SAT( ) UNSAT ( )	Mirror is secured to back of door		
SAT( ) UNSAT ( )	Door stop and friction pad in Room		
Lighting		Discrepancy	W/O#
SAT( ) UNSAT ( )	Overhead light(s) all work/ Diffusion Cover(s) in Place		
SAT( ) UNSAT ( )	Sink light(s) all work/ Diffusion Cover(s) in Place		
SAT( ) UNSAT ( )	Shower light(s) all work/ Diffusion Cover(s) in Place		
SAT( ) UNSAT ( )	Desk light(s) all work/ Diffusion Cover(s) in Place		
Electrical Outlets		Discrepancy	W/O#
SAT( ) UNSAT ( )	All outlets in room Work		
Windows		Discrepancy	W/O#
SAT( ) UNSAT ( )	Window opens and closes smoothly		
SAT( ) UNSAT ( )	One screen in good repair for each window		
SAT( ) UNSAT ( )	Window Stops(limiters) in place and not damaged		
SAT( ) UNSAT ( )	Blinds go fully up and down, open and close and closing rod installed		
Walls		Discrepancy	W/O#
SAT( ) UNSAT ( )	No nails, holes, tape, and paint peeling/missing		
SAT( ) UNSAT ( )	Walls are clean and unmarred		
SAT( ) UNSAT ( )	Vent Covers in good repair		
Ceiling		Discrepancy	W/O#
SAT( ) UNSAT ( )	All tiles in place and no items stowed overhead		
SAT( ) UNSAT ( )	No damaged/stained tiles		
SAT( ) UNSAT ( )	No damage to supporting track		
Shower		Discrepancy	W/O#
SAT( ) UNSAT ( )	Flow Control lever operates for hot and cold water		
SAT( ) UNSAT ( )	No leaks when turned on or off ( surface or under sink)		
SAT( ) UNSAT ( )	Shower basin drains		
SAT( ) UNSAT ( )	Shower curtain with curtain hooks		
Sink		Discrepancy	W/O#
SAT( ) UNSAT ( )	Flow Control lever operates for hot and cold water		
SAT( ) UNSAT ( )	No leaks when turned on or off		
SAT( ) UNSAT ( )	Drain stopper operates		
SAT( ) UNSAT ( )	Cabinet doors open and close smoothly		
SAT( ) UNSAT ( )	Medicine Cabinet doors open and close smoothly and has two shelves		
SAT( ) UNSAT ( )	Two bath towel bars across from sink		
SAT( ) UNSAT ( )	Two hand towel bars across from Medicine cabinet		
SAT( ) UNSAT ( )	Mirror not cracked or scratched		
Deck/MISC		Discrepancy	W/O# /SH Request
SAT( ) UNSAT ( )	No stains, loose or missing tiles		
SAT( ) UNSAT ( )	Trash can in room		
SAT( ) UNSAT ( )	Recycling can in room		
Inspection Team 1:		Date:	
Inspection Team 2:		Date:	
Company Officer/SEL:		Date:	
Facilities Officer/Chief:		Date:	

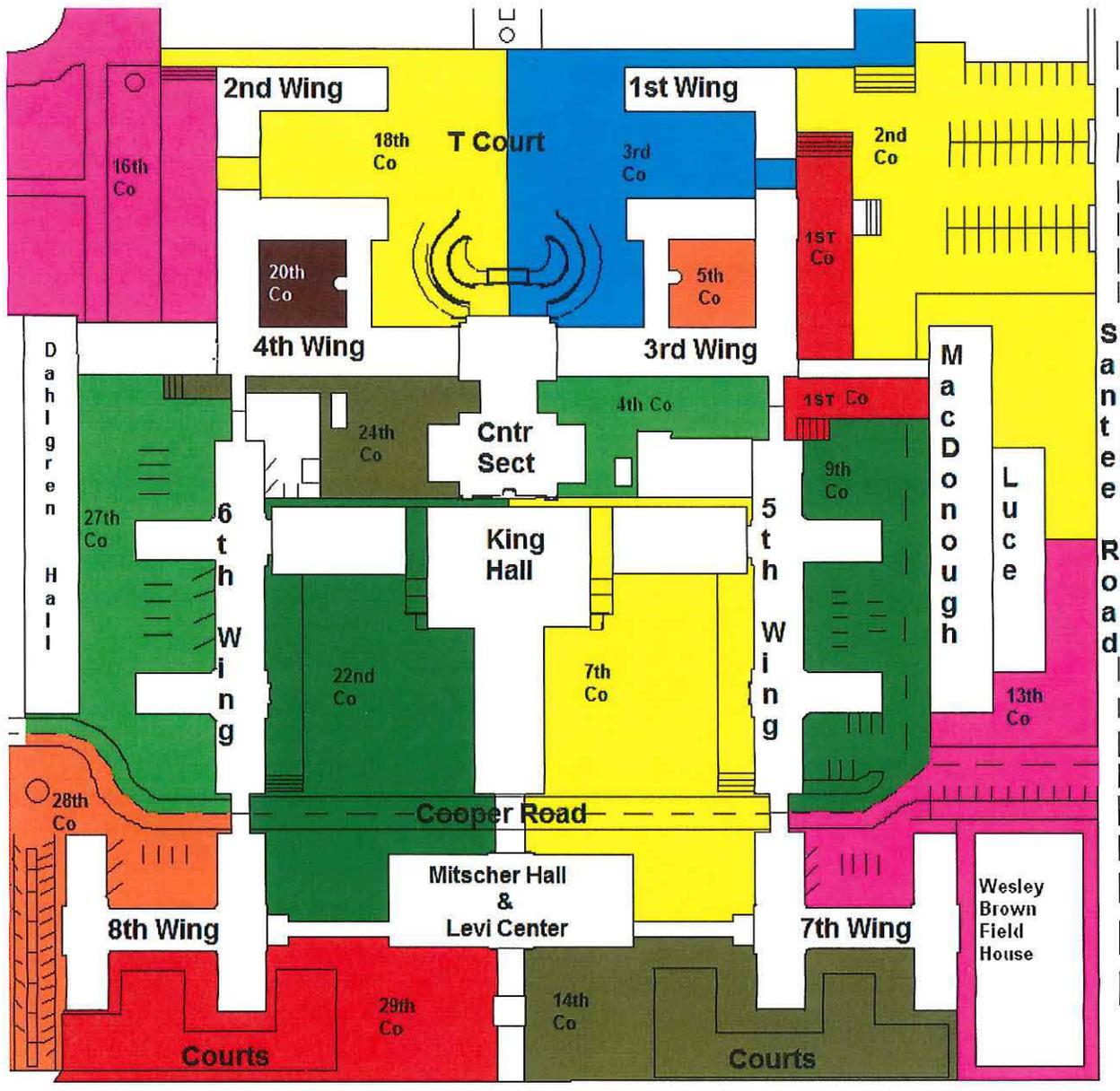
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## COMPANY AREA OF RESPONSIBILITY PLAN

Co	COMPANY AREAS OF RESPONSIBILITY			Responsible Deck		
1	1st Wing Basement	1st Wing Elevator		1-0	3-0	
2	MIDN Store Parking Lot			1-1	3-1	
3	T-Court to the center line from 1st Wing and 3rd Wing	Stairs leading to Chauvenet		1-2	1-3	
4	3rd Wing Inboard/Center Section Red Beach	3rd Wing Elevator		3-3		
5	3rd Wing Basement to include the Midstore Tunnel to the Center Section Stairs	3rd Wing Goat Court		1-4	3-4	
6	5th Wing Basement	5th Wing Laundry Rm	5th Wing Elevator	5-0		
7	5th Wing Red Beach	Walkways above King Hall. Center circle to 5th Wing	Smoke Pit & Smoke Park to 5th Wing and all stairs	5-1	5-2	
8	Rotunda	Rotunda/Center Section Catacombs		3-2		
9	5th Wing Parking Lots	5th Wing Loading Dock		5-3		
10	Mitscher/Levy Halls	Mitscher Auditorium	Laboon Center	5-4		
11	7th Wing Basement	Connector to Mitscher		7-0		
12	7th Wing Mezzanine & Cardio Rm	7th Wing Weight Rm	7th Wing Trash Rm and Elevator	7-1		
13	7th Wing Horseshoe P-Lot & Loading Dock	Cooper Rd in front of Luce & Wesley Brown.	Wesley Brown grounds	7-2		
14	7th Wing Firstie P-Lot	Multipurpose Courts	7th Wing Smoking Area	7-3		
15	7th Wing Locker Rms (7B/7M)			7-4		
16	2nd Wing Basement & Elevator	Area by Sub Memorial		2-0	2-1	
17	4th Wing Basement to include the Midstore Tunnel to the Center Section Stairs	4th Wing Laundry Room		4-2		
18	T-Court to the center line from 2nd Wing and 4th Wing			2-2	2-3	2-4
19	MIDN Sample Room	Main-O Public Foyer		4-3		
20	4th Wing Goat Court	4th Wing Elevator		4-4		
21	6th Wing Basement	6th Wing Elevator		4-0	6-0	
22	6th Wing Red Beach	Walkways above King Hall. Edge of center circle to 5th Wing	Smoke Pit & Smoke Park to 6th Wing and all stairs	6-1		
23	Smoke Hall	Steerage		4-1	6-2	
24	4th Wing Inboard/Center Section Red Beach			6-3		
25	Memorial Hall (8 Benches, Bell & Bright Work)	Aft Elevator		6-4		
26	8th Wing Basement	Connector to Mitscher	8th Wing Mezzanine and Trash Rm	8-0		
27	6th Wing Parking Lot (Kelly Court)			8-1		
28	8th Wing Horseshoe Parking Lot/Loading Dock	8th Wing Main Parking Lot		8-2		
29	8th Wing Tennis Courts	8th Wing Multipurpose Courts	8th Wing Smoking Area	8-3		
30	8th Wing Locker Rooms	8th Wing Elevator		8-4		

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COMPANY AREA OF RESPONSIBILITIES (CONT'D)



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**ECA SPACE INSPECTION CHIT****Room Number:****ECA:**

A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection:

SAT UNSAT

- Deck stripped properly
- Deck waxed properly
- All trash removed
- No personal gear in space
- Room and gear arranged neat and orderly

A total of four UNSATs on any of the following items constitutes an overall UNSAT for the inspection:

INSPECTION READY:

SAT UNSAT

- Completed chit in room
- All lockers, drawers, and closets open
- All lights turned on

GENERAL:

SAT UNSAT

- All surfaces clean and dusted
- Nothing hung from bulkheads, overheads, closets or doors
- No unauthorized articles
- Light fixtures cleaned on inside and outside

LOCKERS/CLOSETS:

SAT UNSAT

- All food stored in air-tight containers
- Closets and lockers clean and orderly

WINDOWS/BLINDS:

SAT UNSAT

- Window sills free of dust and dirt
- Window glass clean and spot free on inside
- Blinds thoroughly cleaned and dust free
- Blinds at half-mast and open
- Screens/storm windows shut as appropriate

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DESKS/TABLES/WALLS:

SAT UNSAT

- Drawers dusted, contents neat and orderly
- Electrical cords arranged neatly and orderly
- Material on cork boards appropriate and arranged neatly
- Items on blotter appropriate and arranged neatly
- Chairs clean and dust free

PASSAGEWAYS:

SAT UNSAT

- All lights turned on
- No unauthorized articles
- No gear adrift
- All walls cleaned
- No trash cans/recycle bins present

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Remarks:

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Inspector (print name):

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Inspector's Signature/Date:

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**ECA SPACE ASSIGNMENTS AND RANDOM INSPECTION AORs**

ECA	SPACE ALLOCATED IN CMDT SPACES	MONTHLY SPOT INSPECTIONS BY
Alpine Ski Team	4B40	5 <sup>th</sup> BAT
Amateur Radio Club	7M52	3 <sup>RD</sup> BAT
Baptist Collegiate Ministries	M/L Auditorium Stage Cage	1 <sup>st</sup> BAT
Cheerleaders	C425	2 <sup>ND</sup> BAT
Color Guard	4100	5 <sup>TH</sup> BAT
CRU	M/L 129	1 <sup>st</sup> BAT
Cycling	7B17 & 7B19	3 <sup>RD</sup> BAT
Drum & Bugle Corps	4B28, 4B29, 4B32, 8B01D, 4B30 4B36A, M/L 215	1 <sup>st</sup> BAT (M/L) 4 <sup>TH</sup> BAT (4 <sup>TH</sup> WING) 6 <sup>TH</sup> BAT (8 <sup>TH</sup> WING)
Infantry Skills Team	3-4 Spiral Staircase & 4B40 C409, C427, C433, C426, C418, C410	1 <sup>ST</sup> BAT (3 <sup>RD</sup> WING) 5 <sup>TH</sup> BAT (4 <sup>TH</sup> WING)
Lucky Bag		2 <sup>ND</sup> BAT
Mountaineering Club	4B40	5 <sup>th</sup> BAT
National Eagle Scout Association	4B38	5 <sup>th</sup> BAT
Navy Beats	4B36	4 <sup>th</sup> BAT
Paintball	4B29	4 <sup>th</sup> BAT
Pipes and Drums	4B33	6 <sup>th</sup> BAT
Pistol Team Club Room	2B01	6 <sup>th</sup> BAT
Scuba Club	4B46	6 <sup>th</sup> BAT
Semper Fidelis Club	4B27	5 <sup>th</sup> BAT
Silent Drill Team	4B35	4 <sup>TH</sup> BAT
Squash	4B45	5 <sup>TH</sup> BAT
The Log Magazine	C429	2 <sup>nd</sup> BAT
Trident Brass	4B34	4 <sup>th</sup> BAT
VT-NA	4B38	5 <sup>th</sup> BAT

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XX Mmm XX

MEMORANDUM

FROM: MIDN ENS First Last, USN, XXX Company First Lieutenant

TO: Rank/Rate(Warfare) Fist Last, USN, Commandant Facilities LCPO

VIA: (1) MIDN LTJG Last Name, USN, XXXX Battalion First Lieutenant  
(2) MIDN LT Last Name, USN, Brigade First Lieutenant  
(3) Wright Davis, Commandant Facilities Manager

SUBJ: Fall/Spring Year Material Zone Inspection

REF: (1) COMDTMIDNINST 4730.1D, Brigade Zone Inspection

ENCL: (1) Material Discrepancies without Work Orders

On this day, Date Month Year, a Zone Inspection was conducted in xxx Company Area in accordance with reference (1). Please see enclosure (1) for the material discrepancies found within each room. I, First Last, will follow up with these discrepancies by submitting work orders and ensuring those work orders are followed through.

Very Respectfully,

MIDN ENS First Last, USN  
XXX Company First Lieutenant

Enclosure (5)

