

Naval Academy Preparatory School Midshipman Candidate Watchstanding Procedures

NAPSINST 1601.2G

13 June 2025

Department of the Navy

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13 June 2025

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1601.2G

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL WATCHSTANDING
PROCEDURES

Ref: (a) NAPSINST 5400.1 (Series)
(b) NAPSINST 1601.1 (Series)

Encl: (1) Sample Watchbill for Class days
(2) Sample Watchbill for Saturdays, Sundays, and Holidays
(3) Cleanup Bill

1. Purpose. To provide a clear and concise instruction of expectations and execution for Midshipman Candidate (M/C) watchstanding.

2. Cancellation. NAPSINST 1601.2H

3. Background. Every Midshipman Candidate is expected to learn and demonstrate proper watchstanding procedures. Watchstanding is an integral part of military life and NAPS helps to build the foundation of watchstanding protocol and procedures. All instances referring to Midshipman Candidates within this instruction apply also to Coast Guard Cadet Candidates.

4. Scope. This instruction applies to all Midshipman Candidates and NAPS Command Duty Officers (CDO).

5. General Orders of the Sentry

a. All Midshipman Candidates will be capable of reciting the General Orders of the Sentry at all times and are responsible for executing them while on watch:

(1) To take charge of this post and all government property in view.

(2) To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

(3) To report all violations of orders I am instructed to enforce.

(4) To repeat all calls from posts more distant to the guardhouse than my own. To repeat all calls from posts more distant from the guardhouse than my own

(5) To quit my post only when properly relieved.

(6) To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, and officers and non-commissioned officers of the guard only.

(7) To talk to no one except in the line of duty.

(8) To give the alarm in case of fire or disorder.

(9) To call the Command Duty Officer in any case not covered by instructions.

(10) To salute all officers and all colors and standards not cased.

(11) To be especially watchful at night, and during the time of challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

6. Purpose

a. Midshipman Candidates on watch are responsible to know and enforce NAPS regulations, ensure the safety of all personnel, and safeguard personal and public property. Watchstanders will execute the Plan of the Day (POD) and conduct themselves in an impartial and professional manner.

b. NAPS watchstanders will adhere to the watchstanding policies and procedures similar to those practiced throughout the Navy and Marine Corps. A thorough understanding of NAPS policies and procedures will prepare Midshipman Candidates for watches they will stand at the United States Naval Academy (USNA).

7. General Instructions for Watchstanders

a. Be thoroughly familiar with NAPS regulations and hold others to that standard.

b. Stand watch in accordance with the 11 General Orders of the Sentry.

c. Notify the next senior watchstander if instructed by someone outside the watchstanding chain of command to perform a task, which interferes with normal duties.

d. Faithfully discharge assigned duties as outlined in this manual and watch instructions. Watchstanders may study academic or professional reading material while on watch so long as doing so does not interfere with their watchstanding duties. Reading material such as novels, newspapers, and magazines while on watch is prohibited.

e. Watchstanders will not permit loitering by other Midshipman Candidates at their post.

f. The uniform for watchstanding is the uniform of the day (UOD), with the appropriate cover, unless directed otherwise.

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g. The Officer of the Deck (OOD) and the Security Rover (SR) form a two-person watch team between TAPS and reveille. The OOD will man the quarterdeck. The SR will rove at all times unless needed by the OOD to assist with official business at the quarterdeck. If conditions permit, the OOD and SR should swap duties each hour.

h. Tobacco products and eating are prohibited while on watch. Drinks are authorized. If a Midshipman Candidate will miss a meal due to watchstanding duty, a supernumerary will temporarily relieve them to attend chow, then return to their post once finished.

i. Salute at the beginning and end of any conversation when reporting to/addressing an officer. **Salute all officers who are in or out of uniform.** Call attention on deck when a field grade or general officer (O-6 and above) approaches the watch station.

j. Report for duty 15 minutes prior to the scheduled watch. Relieve the watch as follows:

(1) The off-going watchstander thoroughly briefs their relief on any unexecuted orders, special instructions, or potential problems. The oncoming watchstander ensures they fully understand these orders and instructions and assumes the watch.

(2) When ready to assume the watch, the oncoming watchstander salutes, and states, "Sir/Ma'am, I relieve you." The off-going watch returns the salute and states, "Sir/Ma'am, I stand relieved." Now, the transfer of authority and responsibility is complete.

(3) Record the relief of the watch station in the Deck Log/Security Rover logbook.

(4) Should circumstances require, a watchstander may refuse to relieve the watch. They will immediately report the event to the CDO and follow their direction.

8. Battalion Duty Organization and Responsibilities

a. Battalion watch administrative chain of command: Senior Watch Officer (SWO). The SWO is the military staff member who supervises the Battalion watch and is responsible for all Midshipman Candidates watch training.

b. Battalion watch operational chain of command:

(1) Command Duty Officer (CDO). The CDO exercises operational control over the watch and will conduct the watch in accordance with NAPSINST 1601.1(series) and other pertinent NAPS, NAVSTA Newport, and U.S. Navy instructions. If issues arise outside normal working hours, contact the CDO.

(2) Duty Platoon Commander. The Duty Platoon Commander supervises the duty platoon and is accountable to the CDO for its performance. The Duty Platoon Commander is normally the assigned Platoon Commander. The Duty Platoon Commander:

- (a) Is a direct representative of the command.
- (b) Musters the duty platoon at the discretion of the CDO.
- (c) Reports to the CDO no later than 1840 each duty day for special instructions (0800 on weekends/holidays).
- (d) Is responsible for the completion of the daily clean-up bill.
- (e) Maintain awareness of Sick-in-Quarters (SIQ) candidates and on weekends and holidays, ensure Candidates who are SIQ receive their meals.

(3) Platoon Executive Officer. The Platoon Executive Officer is responsible for the planning, routing, and execution of the watchbill. The Platoon Executive Officer will work with the Company SEL and Company Officer to gain final approval for the watchbill and ensure all requirements are met. They will provide a signed copy of the watchbill to the CDO for that upcoming duty day.

c. Watches. Ripley Hall will normally be manned with two Midshipman Candidate watchstanders consisting of an Officer of the Deck and a Security Rover. The Officer of the Deck will man the Quarterdeck and the Security Rover will conduct continuous security rounds of Ripley Hall. Further details are addressed within this chapter.

(1) Officer of the Deck (OOD). The OOD stands watch at the Quarterdeck of Ripley Hall. Specifically they:

- (a) Greet/assist all those entering the Quarterdeck and supervise the security rover.
- (b) Monitors the security video system for Ripley Hall. If the video system is malfunctioning they will reset the system or inform the CDO of any further discrepancies.
- (c) Immediately inform the CDO of any unauthorized activities viewed.
- (d) Maintains the Quarterdeck logbook and makes proper entries and records of events. This includes making an entry each time the Security Rover completes a round and reports the condition of spaces.
- (e) Monitor the whereabouts of the Security Rover using the security video system. Inform the CDO if the Security Rover fails to report within thirty minutes of their last report.
- (f) Maintains Company liberty logbooks.

(2) Security Rover (SR). The SR maintains the fire and security integrity watch within Ripley Hall between lights-out/TAPS and reveille. The SR is responsible to the Duty Platoon Commander, OOD, and CDO. The SR shall:

(a) Be thoroughly familiar with the Fire and Evacuation Bill and be alert for fire or hazardous conditions.

(b) Investigate any unsafe condition and challenge any unauthorized personnel, but do not place themselves at undue risk. Immediately seek assistance and report breaches of safety and security to the OOD and CDO.

(c) Enforce all NAPS rules and regulations, make appropriate log entries of all violations with the OOD, and report violations to the CDO.

(d) Report any after TAPS movement to the CDO, and investigate to determine name of Midshipman Candidate, time of departure/return, and destination.

(e) Ensure cameras are functioning.

(f) Conduct a rove of Ripley Hall every 30 minutes covering every deck, passageway, and ladderwell.

(g) Upon completion of each round, return to the OOD and report the status of the spaces. Reporting should be conducted by rendering a salute and announcing "All conditions normal" or "All conditions abnormal..." followed by an explanation of abnormal conditions (i.e. movement after TAPS, exterior door ajar, smoke and/or fire, etc.).

(3) Duty Driver. A Midshipman Candidate, not currently acting as the day's Duty Platoon Commander, will be assigned on the watchbill as the duty driver. The Midshipman Candidate duty driver stands a 24-hour duty on weekends. Prerequisites and include:

(a) Must be a prior-enlisted Sailor or Marine and who is at least 18 years old.

(b) Must have a valid driver's license.

(c) Must have at least 2 years of driving experience.

(d) Must complete all required training.

(e) Must successfully complete on-the-road training course.

(h) Ensure that the duty vehicles are clean, inspected, and fueled at the beginning of each day. Following vehicle use, the duty driver shall ensure the vehicle is at least half full and in working condition.

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(i) Ensure the CDO is aware of the duty driver location at all times by reporting to the CDO prior to each departure and upon return. Duty Drivers should provide the CDO with their personal cell phone number.

(j) Use seat belts at all times and ensure passengers do the same. Always adhere to posted speed limits, adjusting speed in accordance with prevailing weather conditions.

(k) Use of the duty vehicle is exclusively for official runs. Use for personal convenience (i.e., the Navy Exchange, fast food runs, etc.) is strictly prohibited.

(l) Shall never leave the NAVSTA area (including Naval Health Clinic New England) without prior permission from the CDO. If required to leave the base, obey all local and state driving regulations and obtain bridge EZ-pass as necessary.

(4) Supernumerary. Supernumeraries fill unexpected vacancies in the duty platoon. They also serve as meal relief for watchstanders, providing relief no later than 0620 for morning meal (0720 on Sunday), 1130 for noon meal, and 1800 for evening meal.

(5) Duty Platoon. Each platoon will sequentially rotate through the duty. Duty platoon rotations are defined by the Senior Watch Officer. Once a Candidate has been assigned a watch by their respective Company Staff, they are required to remain on UOD, remain on base unless told otherwise.

9. Watchbill

a. Duty Platoon Watchbill Preparation. IAW Enclosure (1) and Enclosure (2) the Platoon Executive Officer will assign only one watch per Midshipman Candidate per duty day. The Platoon Executive Officer will route the watchbill 72 hours prior to the Company Officer for approval and post on the Platoon passageway 24 hours prior to the duty day. Platoon Executive Officers are required to review and de-conflict with the NAPS sports schedules, rosters, and movement orders when drafting watchbills. Company Executive Officers will then review these watchbills and sign at the bottom.

b. Duty Swap. Only special circumstances rate consideration. Company Officer/ SEL will ultimately decide if a duty swap is appropriate and necessary.

c. Changes to the Watchbill. Once the Company Officer approves the watchbill, only the Company Officer or the CDO can authorize changes.

d. Checking the Watchbill. Members of the oncoming duty platoon will check the watchbill once posted by the Platoon Executive Officer. Each Midshipman Candidate assigned a watch will acknowledge their assignment by initialing beside their name. Since each Midshipman Candidate has a duty to read the watchbill, failure to do so does not excuse an individual from an unauthorized absence (U/A) from an assigned watch.

e. Extra Watches. Platoon Executive Officers are empowered and encouraged to hold members of their platoon accountable when they fail to meet standards. Utilizing extra military

instruction (EMI) as a tool to encourage peers to meet the standard is encouraged at the Commanding Officer's discretion. Failing to meet standards may show as being the last to formation, not assisting with Platoon cleanup, etc. They can do so using the following:

(1) Repeat Watches. While M/Cs normally stand watch every second or third duty day, Platoon XO's can assign the same M/C to stand watch in successive duty days. If they are assigning a M/C to a watch for consecutive duty days, they will make the Company Officer specifically aware of the infractions against that M/C.

(2) Double Watches. Assigning a M/C to two or more watches on a duty day is an escalation from repeat watches if the M/C's poor conduct continues. A counseling chit from their platoon leadership will normally accompany the assignment of extra watches.

10. Duty Day

a. General Information. The duty day starts at 0530 and ends at 0530 the following day. Each day begins with a duty platoon muster. Duty platoon members will remain in the vicinity of Ripley Hall, Ney Hall, or Perry Hall. At the CDO's discretion, they may check out with the CDO to the Exchange, Naval Station Newport Fitness Center or the Chapel of Hope. The CDO retains the authority to assign additional watchstanders if a situation warrants additional vigilance.

b. Academic Probation. Students who are on academic probation should not be assigned watch during evening study.

c. Class Attendance. No Midshipman Candidate will miss class or be late for class or mandatory study because of watchstanding duty.

d. In-Season Athletes. In-season athletes will not stand watches that conflict with regularly scheduled movement orders.

e. Late Movement Orders. If a last-minute movement order (i.e. one that is not approved 72 hours prior to the event) conflicts with a properly submitted watchbill, the Midshipman Candidate assigned watch must find a replacement in order to execute the movement order.

f. Personnel exempt from watch. Rowan Award winners, Candidates on SIQ, and Candidates on active MO are the only personnel exempt from standing watch. Company staff members will stand the Duty Platoon Commander watch only if designated.

g. Nights prior to a test. On nights prior to a test the watch section will reduce to a single Midshipman candidate standing OOD (no Security Rover). The OOD will be especially watchful of the security video cameras to detect breaches of safety or security in the absence of a Security Rover. If the video feed is not available, or were to go down, the OOD will immediately notify the CDO who will augment watches as appropriate.

h. Duty Platoon Muster. The oncoming Duty Platoon Commander presents the oncoming duty platoon to the CDO at the Ripley Hall Quarterdeck for the first scheduled Duty Platoon Muster of the day. The CDO will inspect the duty platoon and pass down information for the day. The Duty Platoon Commander will then assign cleaning duties for the duty day.

11. Logs

a. General. Logs are official legal documents of the U.S. Government and therefore are maintained with professionalism. Failure to do so will result in appropriate disciplinary action.

b. Standards of Log Entries

(1) Print all log entries, except where written signatures are required, in non-cursive, neat all capital letters using a black ink ballpoint pen.

(2) Slash all zeros with a diagonal line right to left.

(3) Correct errors will be by single-lining through the text with a straightedge. The correct entry is then entered beside the erroneous text. The watchstander will initial in front of the time as evidence that the deletion/correction is valid.

(4) Avoid late entries by timely logging events. Occasionally, information may be received after an event that will require annotation as a late entry. Make a late entry as follows: in the left-hand margin corresponding to where the entry should have been recorded, place an asterisk (“*”). Enter the “late entry” on the next available line and place another asterisk in the left-hand margin, i.e.:

*0800

0820

*0815 Description of the event.

(5) Write log entries in the third person and in the past tense.

(6) Do not skip lines between entries.

c. Types of Logs. Watchstanders maintain the following logs.

(1) Quarterdeck Log. The quarterdeck log is a chronological documentation of important events which occur during a watch. Entries include, but are not limited to:

(a) Assumption of the watch by the OOD. The first entry in the watch will always be "(time) ASSUMED THE WATCH. (name)." Then log the status of cameras (e.g. “All cameras in focus and working properly”).

(b) If there is any discrepancy in the video surveillance system, the OOD will log it and report it to the CDO immediately.

(c) Personnel reporting aboard/detaching from NAPS for duty or emergency leave.

(d) Details of any unusual occurrence, fire, or injury to NAPS personnel to include action taken by the watch/assistance personnel.

(e) Details of the Security Rover's report. The entry should be recorded with the applicable time and "SR reports all conditions normal" or "SR reports all conditions not normal..." followed by an explanation of abnormal conditions.

(f) Details of serious violations of NAPS regulations discovered or viewed by the watch, to include action taken.

(g) Arrival, departure, and identification of any visitors to the quarterdeck or of any unaccompanied, non-NAPS personnel located in Ripley Hall.

(h) Relief of the OOD. The last entry of the watch will be "(time) PROPERLY RELIEVED BY M/C (name)." The signature of the off going OOD and their printed name (underneath the signature). This signature acknowledges full responsibility for the correctness and validity of these entries. When the watch is secured, close out the page.

(i) All of this shall be written in all capital letters.

(2) Company Liberty Log. This log is a record of all Midshipman Candidates signing in and out for liberty. It is maintained on the Quarterdeck at all times.

11. Duty Platoon Cleanup

a. The Duty Platoon Commander will ensure the duty platoon accomplishes the "Duty Platoon Daily Clean-Up Bill".

b. The duty platoon may be required to perform other maintenance and cleaning responsibilities as determined by the CDO.

c. The off going Duty Platoon Commander will review the completed cleanup bill with the off going CDO at the daily turnover meeting.

12. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

13. Review and Effective Date. Per OPNAVINST 5215.17(series), the NAPS Senior Watch Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17(series). Otherwise, if the instruction is no longer required,

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it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in dark ink, appearing to read 'T. E. Clarity', with a stylized, cursive script.

T. E. CLARITY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/> and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.html

Sample Watchbill for Mon-Fri

xx Xxx 2024

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: LT Smith, 1st Company Officer
Via: GySGT Jones, 1st Company Senior Enlisted Leader

Subj: WATCHBILL FOR MONDAY XX XXX 2024

Ref: (a) NAPSINST 1601.1(Series)
(b) NAPSINST 5400.1(Series)

1. The following M/Cs comprise the Duty platoon watchbill:

DPC: M/C (Last name) (First) **Rm#:**
Duty Driver: M/C (Last name) (First) **Rm#:**
Super: M/C (Last name) (First) **Rm#:**

Time	OOD	RM#	INITIALS	SR	RM#	INIITALS
1900-2030						
2030-2200						
2200-2330						
2330-0100						
0100-0230						
0230-0400						
0400-0530						

2. M/C and C/C will stand watch in the uniform of the day. The Platoon Commander will muster the duty platoon at Ripley Hall Quarterdeck at the first scheduled muster of the day. The Duty platoon will not leave Training Country

3. The entire duty platoon will be present for all scheduled musters. The following are the M/C or C/C who are excused from duty platoon muster due to Movement Order, Special Request, etc:

4. There will be no changes to the watchbill after it has been signed unless approved by the Company Officer.

I. M. MIDSHIPMANCANDIDATE

Company XO Initial: _____

Company Officer Approval: _____

Distribution:

CDO

Quarterdeck

Sample Watchbill for Saturday

xx Xxx 2024

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: LT Smith, 1st Company Officer
Via: GySGT Jones, 1st Company Senior Enlisted Leader

Subj: WATCHBILL FOR SATURDAY XX XXX 2024

Ref: (a) NAPSINST 1601.1(Series)
(b) NAPSINST 5400.1(Series)

1. The following M/Cs comprise the Duty platoon watchbill:

DPC: M/C (Last name) (First) **Rm#:**
Duty Driver: M/C (Last name) (First) **Rm#:**
Super: M/C (Last name) (First) **Rm#:**

Time	OOD	Rm#	INITIALS	SR	RM#	INITIALS
0600-0800						
0800-1000						
1000-1200						
1200-1400						
1400-1600						
1600-1800						
1800-2000						
2000-2200						
2200-0000						
0000-0200						
0200-0400						
0400-0600						

2. Candidates will stand watch in the uniform of the day. The Platoon Commander will muster the duty platoon at Ripley Hall Quarterdeck at the first scheduled muster of the day. The Duty platoon will not leave Training Country without permission. However, they may sign out to the Navy Exchange, Chaffee Gym, or the Chapel of Hope with CDO permission.
3. The entire duty platoon will be present for all scheduled musters. The following are the M/C or C/C who are excused from duty platoon muster due to Movement Order, Special Request, etc:
- a. M/C Jones, Adam. Football MO.
 - b. C/C Smith, David. Chess Club MO

c. M/C Davis, Amanda. Approved special request chit.

4.. There will be no changes to the watchbill after it has been signed unless approved by the Company Officer. All changes must be approved by the Company Officer.

I. M. MIDSHIPMANCANDIDATE

Company XO Initial: _____

Company Officer Approval: _____

Distribution:

CDO

Quarterdeck

Sample Watchbill for Sundays and Holidays

xx Xxx 2024

MEMORANDUM

From: 1-1 Platoon Executive Officer
To: LT Smith, 1st Company Officer
Via: GySGT Jones, 1st Company Senior Enlisted Leader

Subj: WATCHBILL FOR SUNDAY XX XXX 2024

Ref: (a) NAPSINST 1601.1(Series)
(b) NAPSINST 5400.1(Series)

1. The following M/Cs comprise the Duty platoon watchbill:

DPC: M/C (Last name) (First) **Rm#:**
Duty Driver: M/C (Last name) (First) **Rm#:**
Super: M/C (Last name) (First) **Rm#:**

Time	OOD	Rm#	INITIALS	SR	RM#	INITIALS
0600-0800						
0800-1000						
1000-1200						
1200-1400						
1400-1600						
1600-1800						
1800-2000						
2000-2200						
2200-0000						
0000-0200						
0200-0400						
0400-0530						

2. M/C and C/C will stand watch. Watch will be performed in the uniform of the day. The Platoon Commander will muster the duty platoon at Ripley Hall Quarterdeck at the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall without permission. However, they may sign out to the Navy Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon will be present for all scheduled musters. The following are the M/C or C/C who are excused from duty platoon muster due to Movement Order, Special Request, etc:

- a. M/C Jones, Adam. Football MO.
- b. C/C Smith, David. Chess Club MO

Enclosure (3)

c. M/C Davis, Amanda. Approved special request chit.

4.. There will be no changes to the watchbill after it has been signed unless approved by the Company Officer. All changes must be approved by the Company Officer

I. M. MIDSHIPMANCANDIDATE

Company XO Initial: _____

Company Officer Approval: _____

Distribution:

CDO

Quarterdeck

**CLEAN UP BILL
DUTY PLATOON**

DAILY

- _____ Clean the Ripley Hall Quarterdeck area.
- _____ Remove the trash from behind the Ripley Hall Quarterdeck watch desk.
- _____ Ensure the watch desktop and bulkheads are clear of any unnecessary paperwork or debris.
- _____ Sweep and mop the Ripley Hall Quarterdeck, 1st deck common area hallway and ladderwell from top to bottom.
- _____ Sanitize and disinfect all common areas in Ripley Hall (door knobs inside and out, ladderwell hand rails, OOD desk).

MONDAY

- _____ Vacuum Perry Hall Office Area.
- _____ Clean shared copy room in Perry Hall Office Area.
- _____ Clean Perry Hall Ceremonial Quarter Deck area. (Sweep and swab the floors)
- _____ Clean door glass for front entrance doors to Perry Hall and doors leading to the plaza.
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

TUESDAY

- _____ Sweep and mop Perry Hall 3rd deck passageway both Perry Hall ladder wells.
- _____ Clean Academic Center - vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge) and Midshipman Candidate lounge. Do not erase anything that says DNE.
- _____ Sweep and Organize Rm 100 neatly
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

WEDNESDAY

- _____ Clean Perry Hall classrooms vacuum, empty trash, dust, clean dry erase boards.
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

THURSDAY

- _____ Vacuum Perry Hall Academic Office Area.
- _____ Clean shared copy room in Perry Hall Office Area.
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

FRIDAY

- _____ Clean Perry Hall classrooms – vacuum, empty trash, dust, clean dry erase boards.
- _____ Field day family/handicap, men, and women heads on 3rd deck of Perry Hall
- _____ Sweep and mop Perry Hall 3rd deck passageway and both NAPS ladderwells
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

SATURDAY

- _____ Clean Academic Center vacuum, empty trash, dust, clean dry erase boards
- _____ Clean English Lab sweep, swab deck, empty trash, clean computer desks.
- _____ Police call Nimitz Field, around Ripley and Perry Halls, and Midshipman Candidate parking lot.
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.
- _____ Police call around Bldg 1801, Perry Hall Office Area.

SUNDAY AND HOLIDAYS

- _____ Clean and Organize Janitor Closets (Perry / Ripley Hall).
- _____ Clean Ripley Hall ladder wells and Quarterdeck.
- _____ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

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