JESKEY PREMIUM DETAILING
CLEANER CARS BRIGHTER DAYS

PCS / VPC TURN-IN CHECKLIST

A practical customer guide for preparing a privately owned vehicle for shipment. Use this alongside the instructions from your servicing VPC and transportation office.

1. Appointment and documents

- [ ] Confirm your VPC appointment, reporting time, location, and local instructions.
- [ ] Bring a complete set of PCS orders and all amendments.
- [ ] Bring the required registration, shipping authorization, title or lienholder documentation, and identification applicable to your move.
- [ ] If someone else will deliver the vehicle, confirm the required power of attorney or notarized authorization.
- [ ] Print documented proof that the VIN has no unresolved safety recalls, or coordinate any exception with the VPC in advance.

2. Vehicle readiness

- [ ] Fuel level is one-quarter tank or less. Do not intentionally arrive on an empty tank unless your VPC directs it.
- [ ] Vehicle is safe and operable; service and parking brakes function correctly.
- [ ] No fluid leaks are present. Address warning lights or mechanical issues before turn-in.
- [ ] Windshield and windows do not have damage that affects safe operation.
- [ ] Provide a complete set of keys, including ignition, doors, trunk, gas cap, wheel-lock key, and lockable compartments. No valet-only key.
- [ ] Disable non-factory alarms and verify antifreeze protection if required for the route or season.

3. Remove personal property

- [ ] Empty the glovebox, console, door pockets, seatback pockets, cupholders, cargo compartments, and hidden storage areas.
- [ ] Remove food, wrappers, liquids, air fresheners, loose electronics, pressurized cans, flammables, and other prohibited items.
- [ ] Only leave items specifically permitted by current VPC guidance; inventory anything authorized to remain.

CLEANLINESS WALKAROUND

Inspect with a bright flashlight. Agricultural material such as soil, seeds, leaves, insects, food particles, and pet hair can cause a rejection or delay.

4. Interior

- [ ] Interior is completely dry. Schedule shampooing or extraction early enough to prevent trapped moisture or mildew.
- [ ] Vacuum carpets, upholstery, seams, floor mats, and the areas beneath every mat.
- [ ] Move seats through their full travel and clean beneath, between, and around seat rails, mounts, tracks, and locking channels.
- [ ] Clean between seats and the center console; check vents, pedals, trim edges, and tight crevices.
- [ ] Lift or remove movable rear seating where permitted and clean underneath.
- [ ] Remove pet hair from fabric, carpet, cargo areas, and seat tracks.

5. Cargo and spare-wheel area

- [ ] Vacuum the entire trunk or cargo area, including side pockets, hinges, latch areas, and the rear hatch opening.
- [ ] Remove the spare tire and tools as permitted, then clean the spare-wheel well and surrounding cavities.
- [ ] Check for soil, leaves, insects, moisture, food, and loose personal items.

6. Exterior and mechanical areas

- [ ] Wash the body, glass, wheels, tires, wheel wells, fuel-filler area, and undercarriage; remove soil and plant material.
- [ ] Clean door jambs, weather seals, trunk or hatch seals, hinge areas, and the upper edge of SUV/van rear hatches.
- [ ] Inspect the engine compartment, radiator area, hood underside, cowl, and windshield housing for leaves, nests, insects, and accumulated dirt.
- [ ] Complete one final walkaround in daylight and photograph the vehicle condition before turn-in.

NEED HELP WITH THE CLEANING?
Request a condition-based PCS/VPC detailing quote at jeskeydetailing.de

Important: This independent checklist is a planning aid, not an acceptance guarantee. Rules can vary by route, destination, vehicle, and VPC. Confirm current requirements with your servicing VPC, transportation office, PCSmyPOV, and the Defense Transportation Regulation before turn-in.

Official references: pcsmypov.com/FAQ • pcsmypov.com/locations • USTRANSCOM DTR Part IV, Attachment K3 (Shipping Your POV)