

# WELCOME TO THE 31FW PCS VEHICLE CLEANING GUIDE



## PCSmypOV

### **AVIANO VPC**

Phone Fax: [+39 \(0\) 434 652 874](tel:+390434652874)

Email Email: [Aviano.VPC@ialpov.us](mailto:Aviano.VPC@ialpov.us)

### **Hours of Operation**

0800 - 1600 Mon - Fri

[www.PCSmyPOV.com](http://www.PCSmyPOV.com)

### **Address**

VIA MONTE TREMOL NO. 20

Industrial Zone

AVIANO, (PN), Italy

33081

# TABLE OF CONTENTS

<u>TOPIC</u>	<u>Page</u>
VPC REQUIREMENTS.....	3
OFF BASE CLEANING ESTABLISHMENTS.....	4
DIY HOBBY SHOP CLEANING SERVICE.....	4
CLEANLINESS GUIDELINES.....	5-8
HIGH FAIL ITEMS.....	9
CLEANING CHECKLIST.....	10-11

## INTRODUCTION

This guide was created to assist Aviano members in preparing and cleaning their personally owned vehicles (POVs) to assist with passing the Vehicle Processing Center shipping inspection.

**Historically Aviano Air Base's VPC has had an extremely high fail rate (30%) when shipping a vehicle.** The purpose of this guide is to give you the tools and information to get your vehicle to pass the first time!

## VPC REQUIREMENTS

- POV must have ¼ tank or less of fuel
- Cleanliness of interior and exterior must be cleaned to white glove standards
- Must have all correct documentation or you will not pass the inspection
- Shipment details are located at [www.PCSmyPOV.com](http://www.PCSmyPOV.com)
  - Hours of Operation 0800-1600 Mon-Fri
  - Schedule the appointment on the website
  - Notes from the VPC
    - “Shipping out: note that it is required to turn in your Italian license plates and get shipping plates with an updated valid registration.”
    - To make sure that your vehicle complies with specific Country Specifications, if any, have the TMO/PPO check the Personal Property Consignment Instructions Guide (PPCIG) for very important Host Nation Vehicle Importation Restrictions, as well as safety registration and insurance requirements. We wish to make this POV shipping experience as comfortable and convenient as possible. Contact your respective VPC if you have any questions or require additional information concerning your vehicle.
  - FASTPASS
    - Reduce your time at a VPC by submitting your documents online prior to your appointment. Select the **FASTPASS** option when creating your appointment. It’s as easy as 1, 2, 3.... ([www.PCSmyPOV.com](http://www.PCSmyPOV.com))
    - Appointment dates 4+ weeks in the future will not be reviewed until closer to the appointment date
    - Sign up for Pre-Inspection
  - VEHICLE RECALLS
    - Service members must provide documented proof that there are NO UNRESOLVED RECALLS before your vehicle will be accepted for shipment at the VPC. ([IAW DTR K3 \(Section O 1a\)](#))

## OFF BASE CLEANING ESTABLISHMENTS

Google: Car Cleaning Services & Car Washes near Aviano Air Base

### Pricing

Full vehicle cleanings can cost from 250 Euro to 500 Euro for standard vehicles and up to 700 Euro for large trucks.

Some cleaning services will do engine bay only to save expenses. Engine bay only cleaning can range from 130 Euro to 180 Euro.

## DIY HOBBY SHOP CLEANING SERVICE

Hours of Operation:

Mon-Sat: 0900-1700

Sunday, Family Days & Holidays: Closed

Address: Building 1464, 33080 Aviano, PN

Contact Number: 0434.30.2277

Website: <https://31fss.com/auto-hobby/>

Auto Skills provides economical and efficient same-day services to support all American and European vehicles. Trained mechanics are on duty as well as DIY services for our Aviano Air Base community to keep your cars in safe and reliable condition. DIY PCS cleaning can also be performed here!

- DIY services including lift and stall rental (**includes full tool services, Interactive Bays with electronic tech data & videos, mechanic assistance**)
- High powered vacuums are available to detail interior of vehicles
- Interior cleaning supplies are available
- NOTE: Only “dry” cleaning can be performed at Auto Skills—exterior washing of POVs is not permitted

# INTERIOR, EXTERIOR & ENGINE CLEANLINESS GUIDELINES

## INTERIOR

*When shipping CONUS, your POV will be rejected if it does not conform to the requirements listed below:*

1. Ensure the entire interior of the vehicle is thoroughly vacuumed, including floor mats, both top and bottom. Rubber floor mats (and WeatherTech-style) must be cleaned and wiped off. Vacuum under and between all seats, **under the seat rails**, between the seats and the center console. Vacuum the trunk completely, to include removing the spare tire and cleaning the spare tire well. Also check the back of the rear seat. Clean out all compartments. USDA Requirement.
2. For a POV to be considered “clean”, the interior (carpet, mats, upholstery and all surfaces) must be dry, free of all dirt, soil, leaves, pollen, sand, pebbles, stones, mud, plant life, food stuffs and residue, caked on stains, trash, paper products, and any other debris. USDA Requirement.
3. Child/Infant accessories: Ensure that any strollers or portable cribs are clean, dry and free of any food particles and residue, placed inside a clear plastic bag, inventoried on the Vehicle Inspection Form (VIF), and secured in the rear seat or trunk.

## EXTERIOR

1. Ensure POV exterior is clean: NO bug splatter, leaves, other plant material, pollen, dirt, soil, sand, mud, road grime. Ensure windshield wipers are clean.
2. Thoroughly wash the exterior of your vehicle. Wipe out or spray out your wheel wells and fuel intake area (gas cap/ filler area). USDA Requirement.
3. Wipe down all door jambs, to include the trunk seal. For vans, do not forget to clean out the sliding door tracks. For Vans and SUV’s, also the rear hatch area, especially the upper lip where the hinges are. For SUV’s where the rear window opens, open and clean the seal. USDA Requirement.

## **ENGINE BAY**

Motor Compartment – Ensure all corners of the motor compartment are clean. We recommend using a good vacuum cleaner and flashlight to get out all leaves, built up dirt, etc., then either spray off or wipe down the hood and engine. USDA Requirement.

1. Step 1: Disconnect Car Battery and Remove Covers
2. Step 2: Cover Sensitive Components (Very important)
3. Step 3: Rinse Loose Dirt, Grime and Remove Loose Debris
4. Step 4: Apply Engine Degreaser
5. Step 5: Scrub Away the Grime and Clean Surfaces
6. Step 6: Rinse with Care
7. Step 7: Dry the Engine Bay

## **Failing Items (Interior/Engine)**



Fig 1. Dirt in air intake



Fig 2. Dirt around/under engine cover



Fig 3. Debris on/in between carpet



Fig 4. Dirt/debris near hood latch area



Fig 5. Dirt/debris in vent in engine bay



Fig 6. Dirt/grease on engine bay tubing



Fig 7. Dirt on engine bay strut mount



Fig 8. Dirt under engine hood rain seal



Fig 9. Dirt/debris under carpet mats



Fig 10. Dirt/leaves inside engine bay

## Passing Items (Interior/Engine)



Fig 1. Engine tubing free of dirt/grease

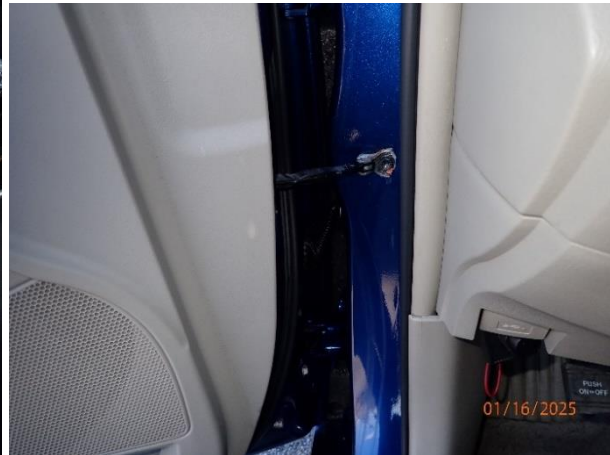


Fig 2. Door jambs clean



Fig 3. Door jambs clean



Fig 4. Carpet/seat rails clean



Fig 5. Carpet/seat rails clean



Fig 6. Engine bay free of dirt/grease/  
debris

## HIGH FAIL ITEMS

Below is a list of high failed items to look for when cleaning your vehicle.

1. Engine Cleaning
  - a. Dirty
  - b. Debris
2. Interior Cleaning
  - a. Underneath seats
  - b. Seat rails
3. Paperwork
  - a. Missing stamps
  - b. Wrong paperwork
4. Over ¼ tank of gas
5. Undercarriage
  - a. Leaks
6. Mechanical Issues

**\*\*\*PRO TIP\*\*\***

**You can schedule a pre-inspection with the VPC prior to your inspection date!**

**Members who have used the Pre-Inspection option have had zero fails!**

**Contact VPC to set up your pre-inspection to alleviate any uncertainty!**

# CLEANING CHECKLIST

(For Personal Reference Use Only)

<b>Painted Surfaces</b>	<b>Completed</b>
Wash Surfaces	
Bug and Tar Removal	
Protect, Wax, and Seal	
<b>Wheels</b>	
Wash Wheels	
Apply Protective coating	
Clean Wheel Wells	
Clean Brake Calipers	
<b>Tires</b>	
Clean Rubber	
Dress Tires	
<b>Windows &amp; Glass</b>	
Windshield	
Sunroof	
Side Mirrors	
Passenger Windows	
Headlights & Taillights	
<b>Trim &amp; Molding</b>	
Front & Rear Bumpers	
Splash Guards	
Front Grill	
Rocker Panels	
<b>Miscellaneous</b>	
Tail Pipe	
License Plates	
Door Jambs	
Gas Tank	

<b>Carpet &amp; Upholstery</b>	<b>Completed</b>
--------------------------------	------------------

Floor Mats Removed, Shaken and Cleaned	
Carpets & Upholstery Vacuumed	
Carpets & Upholstery Shampoo	
Headliner Cleaned	

<b>Dashboards, Trim and Console</b>	
-------------------------------------	--

Dashboard and Console Area	
Passenger Trim Pieces	
Steering Wheel, Knobs and Vents	
Glovebox Cleaned & Protected	
Seat Levers, seat tracks, underneath seats	

<b>Leather</b>	
----------------	--

Vacuumed	
Cleaned & Conditioned	

<b>Windows &amp; Glass</b>	
----------------------------	--

Windshield Cleaned	
Sunroof	
Passenger Windows	
Console	

<b>Miscellaneous</b>	
----------------------	--

Pedals	
Rear Window Section	
Door Jambs	
Gas Tank	

<b>Trunk</b>	
--------------	--

Vacuum	
Rain Gutter	
Trunk Lid	

<b>Engine</b>	
---------------	--

Engine Bay	
------------	--