

# BUILDING TURN-IN CHECKLIST

For use of this form see FC 420-14 or AR 420-1 . The proponent for this form is DPW.

VACATING UNIT: \_\_\_\_\_ UNIT UIC \_\_\_\_\_ RECEIVING UNIT: \_\_\_\_\_

**Pre-Clearance    Clearance**

BLDG #(s): \_\_\_\_\_ Clearance Type: \_\_\_\_\_ Date for Clearance : \_\_\_\_\_

Accountability Officer: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Clearance POC: \_\_\_\_\_ Duty Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

FC Form 1149 on Hand: YES ☐ NO ☐    ECAT on Hand YES ☐ NO ☐    Physical Security Clearance on Hand: YES ☐ NO ☐

ITEMS CLASSIFIED AS Damaged "NON-FAIR WEAR & TEAR" MAY BE CHARGED TO THE LOSING UNIT. ALL ITEMS WILL BE CORRECTED/REPORTED TO DPW PRIOR TO BEING CLEARED OF FACILITY. UTILIZE SELF HELP FOR MATERIALS WHERE APPROPRIATE. ALLOW 4-8 WEEKS FOR ITEMS TO COME IN. TEMPERATURE IN VACANT BUILDING SHOULD BE LEFT AT 85 (SUMMER) 55 (WINTER).

TYPE OF BUILDING TURN IN								
Transfer	Turn over	SRM	Demo	Tenant	Organizational(	License or	Lease )	
<b>INTERIOR</b>					<b>GO</b>	<b>NO GO</b>	<b>N/A</b>	<b>Inspector Initials</b>
1. Remove all personal and unit property; computers, televisions, classified documents, trophies, flags, and historical items.								
2. Doors and locks must be operational. All keys must be collected and tagged. All interior doors must have four keys. On final clearance, interior keys will remain in the locks unless otherwise stated.								
3. Physical Security office has deactivated the ICIDS alarm. ICIDS keys, security lock and keys will be identified and turned over to Physical Security. <b>Written proof of clearance will be provided to the DPW inspector</b>								
4. Arms rooms is cleared of all weapons racks and weapon storage systems. Arms room construction statement, DA Form 4604-R, is posted IAW AR 190-11								
5. All safes and/or vaults are set to <b>50-25-50</b> , with label identifying combo and status, and open for inspection. All classified material has been removed.								
6. DPW Environmental Division Senior Environmental Compliance Assessor has cleared the facility free of any hazardous materials, wastes, recyclables, and/ or any other recognizable environmental concerns. <b>Written proof of clearance will be provided to the DPW inspector.</b>								
7. Facility is returned to the condition outlined in the Installation Design Guide. All unit display boards, paintings, and additional changes that are not supported by DA Form 4283 have been removed or repaired. Curb side markings have been returned to original state. Unit representative has submitted DA Form 4823 with attached funds to the customer service representative for repairs.								
8. All unserviceable DoD furniture has been identified, removed, and turned into DLA. Ensure all Non DoD furniture is removed. All serviceable DoD furniture will remain.								
9. All vending machines must be removed								
10. Replace missing/ damaged/ stained ceiling tiles/ Report any ceiling leaks to DPW service desk								
11. All light fixtures have working bulbs/ All outlets will be in working order w/ serviceable outlet cover								
12. All floors have been swept, mopped or vacuumed. Walls are free of spills or stains / window and window wells are clean. All trash removed.								
13. All refrigerators are defrosted, unplugged, and doors are left open								
14. Kitchenette cabinets and appliances are clean Toilets, showers, and sinks will be operational and cleaned								
15. Air filters changed throughout (schedule PM team)								
<b>EXTERIOR</b>								
1. Surrounding area of facility will be clear of all unit property. All ISU90's, MIL VANS, Tuff Sheds, and CONEXs must be removed.								
2. Exterior surfaces will be in serviceable condition free of rips, holes, and other such damage								
3. Grounds clean and grass cut around facility 10 feet beyond all real property.								
4. All keys must be collected and tagged. All exterior doors must have five keys.								

5. Exterior lighting will be in working order				
<b>GENERAL</b>				
1. Work Orders/ Service Orders/ 4283 must be submitted and accepted or approved prior to facility acceptance. A list must be provided to DPW Master Planning of the nature of the problem, WO/SO #, and date submitted. Some deficiencies may require a level Self Help in restoring the facility to acceptable condition.				
2. All keys will be accounted for on the FC Form 1149 and provided to the DPW inspector				
3. Identify any safety or fire hazards				

### NOTES

THE BELOW DESIGNATED CLEARANCE POC HAS ACCEPTED AND UNDERSTANDS ALL THAT ENCOMPASSES CLEARANCE REQUIREMENTS OF A FACILITY AND AGREES TO MEET REQUIREMENTS ON THE ASSIGNED DATE OF CLEARANCE. THE ULTIMATE RESPONSIBILITY OF THE FACILITY AND ITS CLEARANCE WILL REMAIN WITH THE ACCOUNTABILITY OFFICER WHO IS SIGNED FOR THE FACILITY UNTIL A FULL CLEARANCE HAS BEEN AWARDED BY DPW MASTER PLANNING.

CLEARANCE POC NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Points of Contact	PHONE #
PHYSICAL SECURITY	526-0080 / 3588
AAFES VENDING MACHINE REMOVAL	576-2676 / 6182
INSTALLATION PROPERTY BOOK OFFICE (IPBO)	526-1156 / 6955
REGIONAL NETWORK ENTERPRISE CENTER (RNEC) (Phones, computers, faxes, etc) / (Copier)	524-0331 / 524-0911
REGIONAL NETWORK ENTERPRISE CENTER (RNEC OPS)	503-9700
NETWORK ENTERPRISE CENTER (NEC SUPPORT) (com sec vaults) Mr Wilkinson / Mr Nelson	503-9508 / 339-2698
DLA Turn in / Furniture Procurement	719-600-4613 / 719-526-9689
DPW Environmental Division Senior Environmental Assessor email: david.a.martin1.civ@army.mil or john.p.wachter.civ@army.mil	719-526-1725 / 719-526-1694
DPW Service Order Desk	526-5345
DPW Work Order Desk	526-9102 / 9248 / 6112
Self Help Supply Warehouse, Building 214 off of Wickersham Blvd	526-3987
DPW FACILITY UTILIZATION (Zezlina / Torresvalle)	524-4369 / 526-1745