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Civil Engineering

FACILITY CLOSURE/TURN IN PROCEDURES



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This instruction describes the Facility Manager's role in closing, transferring, and turning in Air Force Real Property. It provides detailed procedures for the Facility Manager to follow to ensure the smooth transfer of Air Force real property and facilities from one organization to another or to the 30 Civil Engineer Squadron (CES) for caretaker status. This instruction supports AFD 32-90, *Real Property Management*, Department of Defense (DOD) Directive 4165.6 *Real Property Acquisition, Management, and Disposal*, AFI 32-1001, *Operations Management*, AFI 32-1004 Vol. 3 *Working in Operations Flight* as the AFI which implements AFD 32-10, *Installations and Facilities*.

1. Introduction.

1.1. By assignment, the Facility Manager is ultimately responsible for the facility, for notifying CES in writing of the using organization's intent to vacate the facility (see [Attachment 1](#)), and for completing a facility turn-in/closure checklist for each building they manage. Obtain a checklist for each facility you manage from 30 SW Self-Inspection Web Page. For buildings with multiple occupants, each occupant is generally required to complete all applicable transfer actions for their portion of the facility. An early departing co-occupant may turn the space over to the remaining building manager without completing a checklist if the building manager agrees to include that space on the final Clearance letter.

1.2. The last organization to vacate the facility has the final responsibility for cleanup. Then the keys to the facility may be turned over to CES. CES will not accept keys until the final clearance letter (see [Attachment 2](#)) has been completely signed off by all functional areas.

1.3. Walk-through Expectations briefings. Facility managers submit a notice of intent to vacate to 30 CES/CECBBR. At this point CECBBR will brief facility managers on what the walk-through process is and what to expect during onsite visits. The walk-through is an on site validation that all the activities/actions addressed in the Functional Area Managers (FAM) areas of responsibility have been com-

pleted. Facility managers must ensure the facility is ready for this walk-through. Ensure that at the walk-through the facility is clean and free of debris.

1.4. Provide all pertinent information on each clearance document, i.e. letter of intent to vacate and transfer/turn-in clearance letter. Verify that each facility is entered on the notification letter and that the vacate dates are correct. Verify with the using organization custodians that the closure/turn-in activities are being accomplished.

1.5. As the responsible individual working closure/transfer issues, facility managers are responsible to identify and contact the following POCs within his or her organization:

1.5.1. Automated Data –Processing Equipment (ADPE) custodian,

1.5.2. Accountable and non-accountable equipment custodians,

1.5.3. Security Manager.

1.6. After contact is made with squadron POC's, facility managers must contact these FAMs:

1.6.1. Civil Engineering.

1.6.2. Communications.

1.6.3. Base Supply.

1.6.4. Security Forces.

1.6.5. Transportation.

1.6.6. Safety.

1.7. When all clearance actions are complete, schedule walk-through. Participate in the final clearance walk-through and resolve any open items. A walk-through should be scheduled within two weeks of Turn in of completed checklist.

1.8. Representatives from each of the functional areas listed in this instruction, except Base Supply, will conduct onsite visits to ensure that clearance activities have been accomplished prior to the walk-through. The facility manager or equipment custodian will contact the Equipment Management Unit at base supply and coordinate turn-in of assets listed on his/her unit's Custodian Authorization/ Customer Receipt List (CA/CRL) or items purchased through Base Supply. Items purchased via the Government Purchase Card will be turned in directly through the Defense Reutilization and Marketing Organization (DRMO). Base supply will process and coordinate pick up of CA/CRL or base supply assets with the facility manager/equipment custodians. Again, the purpose of the walk-through is to conduct an onsite validation of the completion of the actions/activities listed in the facility turn in/ closure checklist. Mandatory attendees at the walk-through are the facility manager and the CES/CECBR representative.

1.9. When items are found to be incomplete at the walk-through, facility managers are required to follow-up with the functional area in question. Ideally, within two weeks after the walk-through open actions are completed. All incomplete actions annotated at the walk-through must be completed prior to final signoff of the clearance letter. If there is difficulty meeting the two-week timeframe, contact CES/CECBR and provide an estimate to when you will be complete. CES/CECBR will be the last to sign the clearance letter and accept the facility into caretaker status. After acceptance of the facility, CES/CECBR will archive the clearance letter.

2. Procedures:

2.1. The Facility Manager is responsible to complete all necessary clearance actions listed in **paragraph 2.1.2.** through **paragraph 2.6.1.** in accordance with the guidelines of the functional areas identified, i.e. Civil Engineering, Communications, etc.

2.1.1. Civil Engineering:

2.1.2. Provide CES Real Estate Office (CECER) written notice of intent to vacate/transfer the facility, see **Attachment 1** for letter format. Upon notification the real estate office will schedule a facility inspection. The real estate manager will inform facility managers of any issues that must be resolved prior to final turn in of the facility.

2.1.2.1. Submit direct scheduled work orders or 30 SW Form 35 to correct any discrepancies in the structure or infrastructure. Notify the real estate office when all discrepancies have been resolved.

2.1.2.2. Ensure all electrical connections are terminated. Notify the Alarm Maintenance Shop (CEOIA) when electrical power is restored to a facility.

2.1.2.3. Where the facility may contain confined spaces, ensure that appropriate signs remain posted and access is securely locked.

2.1.3. Contact the Service Contract Section to ensure that services such as office cleaning, grounds maintenance etc. are properly terminated or transferred.

2.1.4. Contact the CES Environmental Flight (CEV) and schedule a time for a site visit. The facility will not be accepted if hazardous materials are present.

2.1.4.1. Turn in hazardous materials and dispose of hazardous waste through the unit environmental coordinator. Issues important to CEV are determination if environmental impact analysis is required, closing hazardous materials accounts at the Base Pharmacy, turn in of any air or effluent permits, and electric vehicles.

2.1.4.2. Turn in hazardous waste to DRMO.

2.1.4.3. Turn in all environmental records associated with the facility to CEV. Make certain that the facility history includes all tasks and/or processes that were accomplished within the building.

2.1.4.3.1. Housekeeping is an important issue during facility use and during the transfer process. Ensure that the following items are removed prior to turn in/transfer.

2.1.4.3.1.1. Soaps or powders in paper or cardboard containers. (they will deteriorate and spill).

2.1.4.3.1.2. Small flammables like cleaners, lighter fluid, lubricants, cigarette lighters, propane tanks, etc.

2.1.4.3.1.3. Unsealed containers with spill-able contents or residue.

2.1.4.3.1.4. Unlabeled containers with spill-able contents or residue (even water).

2.1.4.3.1.5. Batteries not in use (new or used).

2.1.4.3.1.6. Poisons like ant, wasp, mosquito etc.

2.1.4.3.1.7. Aerosol cans of any type.

2.1.4.3.1.8. Medications like aspirin, and ointments.

2.1.5. Operating fluids like lubricating/preservation oil can remain in equipment. Process fluids like solvents and chemicals must be removed leaving no residue.

2.1.6. Check all areas of vacated facilities, including but not limited to closets, storage lockers, desks, sinks, under sinks, work benches, bathrooms, immediate area outside buildings (within 10 feet minimum), outside areas and yards associated with the building, crates, boxes, trash cans (have them empty).

2.1.7. Questions may exist as to what constitutes environmental records. These items are environmental records:

2.1.7.1. If a paint booth is operated, abrasive-blasting booth, or any other device/process that requires an air permit to operate then the record keeping associated with the permit is an environmental record.

2.1.7.2. If there is an initial hazardous waste accumulation point or an accumulation site, the logs and checklists associated with these are environmental records.

2.1.7.3. If maintenance of a spill plan for the building or site is required, this is an environmental record.

2.1.7.4. Any documented hazardous material/waste handling training is an environmental record.

2.1.7.5. If unsure, contact CES/CEV.

2.1.8. Contact the CES Fire Protection Flight (CEF) and schedule a site visit. Some of the issues of concern will be the disposition of fire extinguishers and fire suppression systems. The CEF technical services representative will inform facility managers of any fire protection actions necessary to close the facility.

2.2. Communications:

2.2.1. Contact using organization's Automated Data Processing Equipment (ADPE) custodian to develop a plan for disposition or turn in of all office automation equipment.

2.2.2. Contact the Communications Squadron customer service unit to disconnect or relocate phone lines, local area network (LAN), data circuits for alarms, data, network, radio, etc.

2.2.3. Transfer or turn in mobile communications devices such as cell phones, and pagers, and radios. Contact Customer Service for advice on transferring or closing email accounts.

2.2.4. Notify Plans Section of COMSEC changes.

2.2.5. Notify administration personnel of phone number changes.

2.3. Supply:

2.3.1. One of the largest tasks to be accomplished is the equipment inventory. If there are accountable equipment items that show in the supply system on the using organizations CA/CRL, the equipment custodian must properly account for these items prior to the walk-through. Process accountable CA/CRL equipment first. Other items are non-accountable personal property. Both

types of equipment/supplies must be identified, inventoried, labeled and turned in prior to the walk-through.

2.4. Security Forces:

2.4.1. Contact Security Forces Operations (SFOP) to deactivate alarmed facilities (57 facilities are listed in 30 SWI 31-101 para. 13.8).

2.4.2. Turn in all controlled/restricted area badges, close weapons accounts, coordinate transfers of large funds, precious metals, or jewels (25K and above), and coordinate movement of pharmaceuticals (Schedule I drugs).

2.4.3. Contact Information/Personnel Security Sections to clear containers of classified information (SF will then inspect), turn in unit security containers, track and forward Security Information files, pending Security Clearances, and terminate agreements with long term contractor(s).

2.4.4. Contact the Installation Security Section (SFOS) to deactivate-restricted areas and project access termination date.

2.4.5. An optional action that should be considered is to notify SF Operations of bulk movements of property to off base locations to Prevents needless detentions/ investigative incidents, particularly after duty hours.

2.5. Transportation:

2.5.1. Notify the Transportation Flight Operations section (LGTO) to arrange for equipment or materials that require shipment. Also some actions that may be required are clearance of government vehicle credit cards, funds for vehicle repair costs, and disposition of government vehicles.

2.6. Safety:

2.6.1. Notify Base Safety Office (SEG) of turn in date and accomplish safety site visit.

Table 1. Clearance Point Lead-Time Requirements.

CIVIL ENGINEERING:	
Real Estate	120 Days
Environmental	90 Days
Service Contracts	60 Days
Production Management	90 Days
Fire Protection	30 Days
COMMUNICATIONS:	
Automated Data Processing Equipment (ADPE)	90 Days
Customer Service	90 Days
Operations	90 Days
SUPPLY:	
Equipment Management	60 Days
Personal Property	60 Days
SECURITY FORCES:	
Administration	60 Days
Information/Personnel Security	30 Days
Operations	30 Days
TRANSPORTATION:	
Traffic Management	60 Days
Operations	60 Days
SAFETY:	
Base Safety	30 Days

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Attachment 1

SAMPLE INTENT TO VACATE LETTER

FROM:

TO: CES/CECBR

SUBJ: Transfer of facility to the Base Real Property Office

This organization intends to transfer the following facilities to the Base Civil Engineer (BCE):

FACILITY NUMBER	SQ. FEET	FACILITY NUMBER	SQ. FEET
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The facilities will be vacated on _____.

Open work orders against this facility (s) are _____.

_____.

These work orders should be cancelled (YES_____) (No_____) Reason Given: _____.

_____.

All furniture has been transferred to the new organization, transferred out through contracting property division, or turned in to DRMO. Organizational equipment/supplies and personal property have been removed from the facility, or facilities. Facilities and surrounding areas are clean and free of trash. Cleaning materials, paint, and/or other hazardous materials have been removed and properly disposed of.

An inventory of keys has been performed and a list is attached for each facility noted above.

Please remove the current names from the facility manager's list:

_____ (PRIM/ALT) _____ (PRIM/ALT)
_____ (PRIM/ALT) _____ (PRIM/ALT)
_____ (PRIM/ALT) _____ (PRIM/ALT)

The new facility manager's are (If known):

_____ (PRIM/ALT) _____ (PRIM/ALT)
_____ (PRIM/ALT) _____ (PRIM/ALT)
_____ (PRIM/ALT) _____ (PRIM/ALT)

Please contact (Name) _____ (Phone) _____ to arrange a pre-final inspection of these facilities.

(Printed Name of Requestor) _____ Phone) _____

Attachment 2

SAMPLE FACILITY TRANSFER/TURN IN CLEARANCE LETTER

Table A2.1. Clearance Sample.

Departing Organization:	Building Number:	Posted:
Walk-through Date:		
Occupied Space Description:	Final Occupant:	() Yes () No
POC:	Exceptions:	() Yes () No

***** FOR EACH FACILITY *****

These final clearance points are normally signed off during the walk-through but can be signed off in lieu of said walk-through (Except Real Estate). Facility managers should have already been in contact with each of the functional representatives to ensure these actions have been taken and completed in the manner that is required for facility clearance. 30 CES/CECBR accepts keys to the facility when they sign and is the last functional area to sign.

CLEARANCE POINT: CIVIL ENGINEERING – 30 CES/CECBR (6-XXXX)

- This Facility Is Ready for Turn Over: () Yes () No (Specify in the “caveat section”)
- Are there Mechanical Rooms in This Facility? () Yes () No
- The Mechanical Rooms in This Facility are Clear: () Yes () No

Letter Addressing:

You no longer require use of the facility.

You’re requesting removal of the Building Manager names from the CECBR records.

CLEARANCE POINT: ENVIRONMENTAL – 30 CES/CEV (6-XXXX)

- Air permit must remain open for building maintenance but must be cancelled prior to transfer to transferred with the building () Yes () No (Specify in the “exception section”)

- Possible LBP issue () Yes () No Location: _____
- Possible asbestos issue () Yes () No Location: _____
- Possible RAD issue () Yes () No Location: _____

Possible Hazmat issue () Yes () No Location: _____

Are there Hazmat inventory listings required () Yes () No () Copy Attached

Possible other issue(s) () Yes () No (Specify in the "exception section")

Authorized Functional Manager Name (Printed): _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

CLEARANCE POINT: COMMUNICATIONS - 30 CS (6-XXXX)

Is there communication equipment requiring () Yes () No (Specify in the "exception section")
access or maintenance in this facility.

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

CLEARANCE POINT: SUPPLY – 30 SUPF (6-XXXX)

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

CLEARANCE POINT: SECURITY FORCES - 30 SFS (6-XXXX)

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

CLEARANCE POINT: TRANSPORTATION – 30 TRANS (6-XXXX)

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

CLEARANCE POINT: SAFETY 30 SE 6-XXXX)

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

CLEARANCE POINT: REAL ESTATE OFFICE – 30 CES/CERR (6-XXXX)

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

FORMAL AUTHORIZED EXCEPTIONS TO FUNCTIONAL APPROVALS: This area is for the purpose of identifying those exceptions, i.e. communication, civil engineering accesses, that would be included in the letter to the Base Conversion Agency (BCA).

Formal Exception: _____

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

Formal Exception: _____

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

Formal Exception: _____

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

Formal Exception: _____

Authorized Functional Manager Name (Printed) _____

Authorized Signature at walk-through Clearance Point: _____

Date: _____

Formal Exception: _____