



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE  
1100 LEE AVENUE, SUITE 112  
FORT LEE, VIRGINIA 23801-1720

FORT LEE POLICY NO. 02-06

1 June 2009

IMNE-LEE-PWM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Facility Hand Receipt Procedures and Responsibilities

1. **Background:** This policy establishes uniform procedures on hand receipt signature for real property facilities and the assigned responsibilities as a hand receipt holder.

2. **Policy:**

a. Each agency/directorate or commander/director will appoint, in writing, a primary and alternate Hand Receipt Holder for their organization's real property. In cases that the primary leaves, the alternate becomes totally responsible until a new primary is assigned. Hand Receipt Holders must be full time civil service employees serving in an authorized position within Fort Lee organizations, active duty military personnel permanently assigned to Fort Lee, or others approved by the Directorate of Logistics/Directorate of Public Works (DOL/DPW).

b. A Fort Lee Facilities Assignment (Fort Lee Form 672) will be on file in the DOL/DPW's Real Property Office with the signature of the Hand Receipt Holder for every facility assigned to all organizations.

c. Keys to new or reassigned facilities will not be issued without the above documentation.

d. Each organization will update their primary and alternate Hand Receipt Holder on an annual basis in conjunction with the Facility Utilization Plan annual update.

e. When a facility is no longer needed by an organization, it will be turned in to the DOL/DPW's Real Property Office. After final inspection, acceptance by DOL/DPW's Real Property Office, the organization and Hand Receipt Holder will be relieved of facility responsibility. There will be no exchanging of facilities between different organizations without the involvement of DOL/DPW's Real Property Office (804-734-5035/4148).

f. In the event that the Hand Receipt Holder is no longer stationed or employed at that organization or Fort Lee, the organization will appoint a new hand receipt holder and provide the individual's name to DOL/DPW Real Property Office.

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3. **Effective Date**: This policy is effective on the date of signature.
4. **Supersession**: This policy supersedes Fort Lee Policy No. 13-03 dated 20 January 2008.
5. **Proponent**: Proponent for this policy is DOL/DPW's Master Planning/Real Property Division, (804) 734-5035/4148.



MICHAEL G. MORROW  
COL, LG  
Garrison Commander

Encl

DISTRIBUTION:  
LEEKEY

# FORT LEE FACILITIES ASSIGNMENT

Building/Structure No.: \_\_\_\_\_

Category Description: \_\_\_\_\_

Gross Area (SF): \_\_\_\_\_

GENERAL CONDITION AT TIME OF ASSIGNMENT (Note any specific discrepancies here):

## ACCOUNTABLE INSTALLED PROPERTY

Fire Extinguishers: Type and Quantity \_\_\_\_\_

### Heating System Complete:

Type of Heat \_\_\_\_\_

Type of Fuel Storage \_\_\_\_\_

Type and Quantity of Heaters \_\_\_\_\_

### Hot Water System Complete:

Type of Heater \_\_\_\_\_

Fuel \_\_\_\_\_

Storage Tank (Capacity) \_\_\_\_\_

### Cooling System Complete:

Type \_\_\_\_\_

(Ventilation/Air Conditioning)

No. and Type of Units \_\_\_\_\_

Exhaust Fans \_\_\_\_\_

Walk-in Refrigerators \_\_\_\_\_

### Plumbing System Complete:

Showers (Size and Quantity) \_\_\_\_\_

Bathtubs \_\_\_\_\_

Cabinets \_\_\_\_\_

Lavatories (Size and Quantity) \_\_\_\_\_

Mirrors \_\_\_\_\_

Water Closets \_\_\_\_\_

Urinals (Size and Quantity) \_\_\_\_\_

Grease Traps \_\_\_\_\_

Sinks (Type and Quantity) \_\_\_\_\_

(Kitchen, Laundry, Janitors)

Pumps (Type and Quantity) \_\_\_\_\_

Drinking Fountains (Type and Quantity) \_\_\_\_\_

(Manual or Electric)

Other Fixtures \_\_\_\_\_

(Paper Towel, Toilet Paper, Soap Dishes)

### Electric System Complete:

Fixtures Fluorescent \_\_\_\_\_

(Number and Size)

Other \_\_\_\_\_

### Miscellaneous:

Security Screens \_\_\_\_\_

Window and Door Screens \_\_\_\_\_

Venetian Blinds \_\_\_\_\_

Blackout Shades \_\_\_\_\_

Cabinets (Type and Number) \_\_\_\_\_

Keys \_\_\_\_\_

Other \_\_\_\_\_