



# USAG Wiesbaden - Directorate of Public Works

## Checklist for returning Admin, Billets, and Gen. Purpose Facilities

Bldg#: \_\_\_\_\_

Unit: \_\_\_\_\_

	YES	NO
All furniture removed and signed of by HSG Division or Property Book Office if on hand receipt?		
<b>IF not:</b> Arrangement with DPW and/or DPTMS to leave furniture inside the facility? Furniture neatly arranged? Furniture free of dirt and debris and in serviceable condition? Refrigerators turned down to lowest cooling level? <b>NOTE:</b> Do NOT unplug refrigerators!		
All unit equipment removed?		
All bulletin boards clean of paper and flyers?		
All signs, posters, pictures, etc. removed? <b>NOTE:</b> Do NOT remove nails, screws, bulletin boards etc.!		
All trash and garbage removed? <b>NOTE:</b> Do NOT dispose paint cans, spray cans, etc. in regular bulk trash! Coordination with DPW, Environmental Division required!		
All fire extinguisher in place?		
All windows closed and locked?		
All radiators at the lowest heating level?		
All faucets shut off?		
All lights shut off?		
All rooms broom swept, carpets vacuumed?		
All latrines, sinks, wall, etc. cleaned?		
Work Request necessary to fix deficiencies?		
J-SIIDs inactivated in coordination with the PMO and DPW?		
All CONNEXs are removed?		
All existing keys for interior doors are tagged, inside the lock and the doors are open?		
Are all keys available? <b>IF not:</b> _____ _____ _____ <b>NOTE:</b> NO keys will be turned over to the proposed incoming unit!		
All exterior doors are closed and locked, tagged keys will be handed over to DPW? <b>NOTE:</b> All exterior doors must be lockable!		
Are all keys available? <b>IF not:</b> _____ _____ _____ <b>NOTE:</b> NO keys will be turned over to the proposed incoming unit!		

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Signed by:**

**DPW Representative:**

Name: \_\_\_\_\_  
Rank and Title: \_\_\_\_\_

**Unit Representative:**

Name: \_\_\_\_\_  
Rank and Title: \_\_\_\_\_

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date



# USAG Wiesbaden - Directorate of Public Works

## Checklist for returning Motor Pool Facilities

Bldg#: \_\_\_\_\_

Unit: \_\_\_\_\_

	YES	NO
All furniture removed and signed off?		
<b>IF not:</b> Arrangement with DPW and/or DPTMS to leave furniture inside the facility? Furniture neatly arranged? Furniture free of dirt and debris and in serviceable condition? Refrigerators turned down to lowest cooling level? <b>NOTE:</b> Do NOT unplug refrigerators!		
All unit equipment removed?		
All bulletin boards clean of paper and flyers?		
All signs, posters, pictures, etc. removed? <b>NOTE:</b> Do NOT remove nails, screws, bulletin boards etc.!		
All trash and garbage removed? <b>NOTE:</b> Do NOT dispose paint cans, spray cans, etc. in regular bulk trash! Coordination with DPW, Environmental Division required!		
All fire extinguisher in place?		
All windows closed and locked?		
All radiators at the lowest heating level?		
All faucets shut off?		
All lights shut off?		
All rooms broom swept?		
All latrines, sinks, wall, etc. cleaned?		
Work Request necessary to fix deficiencies?		
All CONNEXs are removed?		
MotorPool clean of oil spills, spots, etc.?		
All HazMat properly disposed and/or turned in?		
All existing keys for interior doors are tagged, inside the lock and the doors are open?		
Are all keys available? <b>IF not:</b> _____ _____ _____ <b>NOTE:</b> NO keys will be turned over to the proposed incoming unit!		
All exterior doors are closed and locked, tagged keys will be handed over to DPW? <b>NOTE:</b> All exterior doors must be lockable!		
Are all keys available? <b>IF not:</b> _____ _____ _____ <b>NOTE:</b> NO keys will be turned over to the proposed incoming unit!		

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Signed by:**

**DPW Representative:**

Name: \_\_\_\_\_  
Rank and Title: \_\_\_\_\_

**Unit Representative:**

Name: \_\_\_\_\_  
Rank and Title: \_\_\_\_\_

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date