

FACT SHEET

DPW
BRENDA HENDERSON (7-3955)
27 April 2004

AFZF-PW-PPD

SUBJECT: Turn-In of Unaccompanied Personnel Housing (Barracks)

PURPOSE: To provide information on the preparation and turn-in of barracks which includes company administrative, arms rooms and other areas in the building to the Directorate of Public Works (DPW).

FACTS:

1. Individuals personal property and items of equipment not needed are inventoried, packed, and moved into the center of the room for movement to a location TBD for safe keeping.
2. All pets are to be removed prior to clearing the building.
3. Individuals are responsible for disconnecting cable television and telephones. Unit is responsible for disconnecting telephones and cable television in other areas.
4. All furniture not on a Hand Receipt should be removed from the rooms/buildings. All debris and trash removed from the furniture, cleaned and all doors/drawers open. Rooms are cleaned, cleared and ready for incoming occupants.
5. All organizational files and equipment will be inventoried, packed, and moved into the center of the room for movement to a location TBD for safe keeping.
6. Arms rooms will be cleared in accordance with PMO guidance.
7. POV's will be consolidated into the designated holding area to minimize security requirements.
8. The current Battalion/Brigade hand receipt holder will do a joint inventory with the Unit Rear Detachment Commander on keys and turn the building and room keys are turned over to the Unit Rear Detachment Commander. The Rear Detachment personnel will consolidate to one central location (barracks/admin) for command and control. The Rear Detachment Commander will come to DPW Real Property, Bldg 4612, Room 44, and sign for the buildings they occupy. All other buildings will be returned to DPW Real Property for reassignment.
9. All keys to the building are to be tagged by room, floor, and/or wing.
10. POCs are Ed Carter, 287-3952 and Brenda Henderson, Bldg 4612, Room 44 on Engineer Drive.

AUTHENTICATION: COL Randall J. Butler

DATE: