

<b>Inspected by:</b>		<b>Physical Inspection Checklist</b>					<b>Date of Inventory:</b>			
<b>Facility Number</b>		<b>Installation Code</b>		<b>RPUID</b>		<b>RPSUID</b>		<b>Command Claimant</b>	<b>RPA Type</b>	<b>RPA Intrest</b>
<b>Length</b>	<b>Width</b>	<b>Height</b>	<b>UoM 1 Quantity</b>	<b>UoM 2</b>	<b>RPA- Status Code</b>	<b>Placed in Service Date</b>	<b>RPA Historic Status</b>		<b>Facility Physical Quality Rate from Engineering/ACES/AM</b>	
<b>Inv Ctrl</b>	<b>Cat Code</b>		<b>Validate Cat Code Y/N</b>	<b>Customer Name / Unit / POC</b>				<b>Customer Code</b>	<b>Area Used</b>	
<b>Street No.</b>	<b>Direction</b>	<b>Street Name</b>			<b>Street Type</b>	<b>Site Latitude</b>	<b>Address Type Code</b>		<b>RPA Utilization Rate</b>	
<b>City</b>	<b>State</b>	<b>Country</b>	<b>Postal Zip Code</b>	<b>County</b>	<b>District</b>	<b>Site Longitude</b>	<b>Is the Facility on the GIS (Geobase) maps? Y/N</b>		<b>Update Geobase Files? Y/N</b>	
<b>Location Directions / Notes</b>					<b>Dated Photograph in Folder Y / N</b>		By signing below, I have validated all data elements identified in <b>DoDI 4165.14</b> of the physical inventory and any updates to the APSR will be performed in a timely fashion			
<b>Facility Manager (Print Full Name and Title)</b>				<b>Asset Review Type</b>	<b>New Photograph Taken? Y / N</b>					
					<b>Facility Number Visible on Exterior of building? Y / N</b>					
<b>Signature :</b>		<b>Date:</b>					<b>Request New Sign? Y / N</b>		<b>Signature :</b>	
									<b>Date:</b>	

Inv Ctrl	Catcode	Validate Cat Code? Y/N	Customer Name / Unit / POC	Customer Code	Area Used

Notes

### Physical Inventory Checklist Instructions

- 1.) Complete the fields on the form using information from the current APSR as applicable.
- 2.) The Latitude and Longitude can be obtained from the APSR. If the coordinates are missing or incorrect, coordinate with the Local Geobase (GIS) team to obtain the correct information. This will be the same for every asset at the site.
- 3.) If asset is missing from Geobase, coordinate with GIS team to update GIS map (security permitting)
- 4.) If 911 Address is required, work with local authorities and determine process to obtain.
- 5.) Perform a physical inspection.
  - a. Date the inspection at the top right of the physical inventory form.
  - b. Verify the length, width, and height using field measurements.
  - c. Verify the facility has a building number sign (Security Permitting)
  - d. Verify the physical location directions or provide written notes to be able to locate easily.
  - e. Verify each unit/POC in the facility
  - f. Verify the area used by the unit and the use of the space.
  - g. Review existing photograph and ensure photo depicts current condition.
- 6.) Review findings with the Facility Manager and have the individual sign and date the inspection form at the bottom left.
- 7.) After verifying the data field entries, have the inspection signed and dated at the bottom right. This person should be identified in a MFR located in the office. Enter any necessary adjustments into the APSR and file the inspection checklist in the facility folder.

For Reference Only

Data Element	Data Element Name	Defination	Format	Example
108	Address Street Postdirection Code (Direction)	The code that stands for a directional portion of a street name. Examples of the direction in the street name that they represent are: N(North), NE (Northeast).	2 Position Alphanumeric	NW
109	Address Street Name	The term commonly used to refer to the street of the address.	255 Position Text	Independence
110	Address Street Number (Street Number)	The designator that distinguishes one street address from another within the same street.	8 Position Alphanumeric	1600
111	Address Street Type Code (Type)	The code that stands for the type of street of the address.	4 Position Alphanumeric	AVE
112	Address Type Code	A code used to identify the type of address provided for the real property asset.	4 Position Alphanumeric	BILL, MAIL, PHYS, PMT, SHIP
133	Asset Review Type Code	A code used to identify the type of asset review performed for the real property asset, such as appraisal, survey, inventory or functional	4 Position Alphanumeric	These codes are listed in the Pick List for the RPIM (Currently 8.1A) EX: ADA - COND - INSP - INSC
153	City Code	The Code used to identify the city or the nearest city to where the real property asset or real property site is located. The nearest city shall be in the same county as the asset.	4 Position Alphanumeric	1600 - The City Code must equal the GSA Geographic Locator Code for the City nearest to the asset.
154	Congressional District Code	The code identifying the congressional district of the stat associated with the reported main location in which the real proerty asset is located.	2 Position Alphanumeric	Obtained from the U.S. Census Bureau. (For Reference Only <a href="http://www.census.gov/mycd/">http://www.census.gov/mycd/</a> )
159	County Code	The code used to identify the county in which the real property asset or site is located. This code identifies counties and equivalent administrative entities of the US, its possessions, and associated areas as defined by the Federal Information Processing Series (FIPS) and found in the GSA Geographic Locator Codes (GLCs) or the county equivalent for countries not covered in the GSA GLCs. A County Code is only unique if it is combined with a State Or Country Primary Subdivision Code in the areas listed in the GSA GLCs or with the Country Code for areas not in the GSA GLCs.	3 Position Alphanumeric	101

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Data Element	Data Element Name	Defination	Format	Example
192	Facility Height Quantity	The vertical distance measured from the approved ground floor elevation to the highest man-made part (antenna, weather vane, steeple, rooftop, etc.) of the facility and expressed in the unit of measure specified by the Facility Height Unit Of Measure Code.	8 Position Number Accurate to 2 Decimal Places	12345.67
193	Facility Height Unit of Measure Code	The unit of measure code associated with the Facility Height Quantity used for the measurement of the height of a facility.	2 Position Alphanumeric	(Must be one of the following) FT, IN, ME
195	Facility Length Quantity	The measurement of the extent of a real property facility from side to side, as measured along a line perpendicular to the width measurement and expressed in the unit of measure specified by the Facility Length Unit Of Measure Code.	8 Position Number Accurate to 2 Decimal Places	12345.67
196	Facility Length Unit of Measure Code	The unit of measure code, associated with the Facility Length Quantity that is used to measure the length of a facility.	2 Position Alphanumeric	(Must be one of the following) FT, IN, ME
198	Facility Number	An installation specific asset identification number used for visual identification of the facility; the number is normally visible, either painted or by signage on the exterior of a real property facility.	10 Position Alphanumeric	T12345678A
199	Facility Condition Index (FCI)	The Facility Condition Index represents a measure of an asset's physical condition. It is expressed as a percentage {0 (totally failed) to 100(perfect condition)}. It is expressed as a ratio of the estimated cost for an asset's current total Deferred Maintenance and Repair (DM&R) to that asset's plant replacement value (PRV).	3 Position Number	012, 100 is Max
208	Facility Width Quantity	The measurement of the extent of a real property facility from side to side at its widest point, as measured along a line parallel to the facility's shorter dimension and expressed in the unit of measure specified by the Facility Width Unit of Measure Code.	8 Position Number Accurate to 2 Decimal Places	12345.67
209	Facility Width Unit of Measure Code	The unit of measure code associated with the Facility Width Size Quantity and used for the measurement of the width of a facility.	2 Position Alphanumeric	(Must be one of the following) FT, IN, ME

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Data Element	Data Element Name	Defination	Format	Example
232	Installation Code	The official code assigned by the Military Service (includes Washington Headquarters Services) to identify the site or group of sites that make up an installation.	6 Position Alphanumeric	A1B2C3
247	Location Directions Text	The narrative geographic description of the location sufficient to allow the local real property/asset management office to locate the asset when a physical street address is unavailable.	2000 Position Text	Behind facility XXXX North of Facility xxxxxx.
251	Postal Code	Postal code of an address. (ZIP Code)	10 Position Alphanumeric	20500-0003
268	(RPSUID) Real Property Site Unique Identifier	A unique non-intelligent code used to permanently identify real property sites. A real property site is a specific geographic location that has individual land parcels and/or facilities assigned to it.	6 Position Number	123456
269	(RPUID) Real Property Unique Identifier	A unique non-intelligent code used to permanently identify a real property asset.	18 Position Number	123456789123456789
277	RPA Comamnd Claimant Code	A code used to identify the Military Service (includes Washington Headquarters Services) organization that has direct command authority over a real property asset.	8 Position Alphanumeric	A1B2C3D4
283	RPA Historic Status Code	A code used to identify the current historical status of a real property asset.	4 Position Alphanumeric	ELPA, DNR, NEV, NREC
284	RPA Historic Status Date	The calendar date that the real property asset historic status was determined and/or declared in accordance with the corresponding RPA Historic Status Code.	8 Position Date	year(XXXX)month(XX)day(XX)
285	RPA Interest Type Code	A code used to identify the type of legal interest that DoD holds in a real property asset.	4 Position Alphanumeric	EASE, FEE, GVPV, LEASE, LESS, MHPI, ONFA, ONFG, ONST, PDOM, PRIV
289	RPA Operational Status Code(RPA-OSC)	A code used to identify the current operational status of the real property asset. This includes consideration of the asset's capability to support the Service or tenant organizations' required missions.	4 Position Alphanumeric	ACT, CARE, CLSD, TBA, NONF

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Data Element	Data Element Name	Defination	Format	Example
290	RPA Placed In Service Date	The calendar date the real property asset (or portion of the real property asset) is available and accepted for use by DoD. On this date, warranties begin and the government assumes liability for the asset to which DoD receives legal interest. For all acquisitions governed by UFC 1-300-XX (current version), this date reflects the date an interim Transfer and Acceptance of Military Real Property document (DD Form 1354) is signed and title for assets listed on the acceptance form is transferred to the DoD on behalf of the U.S. Government.	8 Position Date	year(XXXX)month(XX)day(XX)
297	RPA Total Unit Of Measure Code	The unit of measure for the asset based on the RPA Predominant Current Use FAC Code and associated with the RPA Total Unit of Measure Quantity.	2 Position Alphanumeric	AC, FT, LF, MI, SY...
298	RPA Total Unit Of Measure Quantity (UoM Quantity)	The measured amount of the real property asset expressed in terms of the RPA Total Unit of Measure Code.	12 Position Number Accurate to 3 Decimal Places	12345678.91
299	RPA Type Code	A code used to identify the type of real property asset as defined by the DoD Facility Analysis Category (FAC) Code.	2 Position Alphanumeric	L, B, S, LS
300	RPA Utilization Rate	A metric, expressed as a percentage, representing the extent to which a real property asset is used by the primary user(s) for current program purposes based on the RPA Predominant Current Use FAC Code. Does not include shared use of space by secondary users.	3 Position Number $\leq$ 150 and $\geq$ 0	123
307	Site Latitude Coordinate	One of a number of imaginary lines drawn around the globe parallel to the equator called a parallel of latitude. The starting latitude is 0 degrees and is known as the Equator. Latitude corresponds to how many degrees North or South of the Equator a site lays.	10 Position Alphanumeric Accurate to 5 Decimal Places	$\pm$ 040.21379

For Reference Only

Data Element	Data Element Name	Defination	Format	Example
308	Site Longitude Coordinate	One of a number of imaginary lines drawn from pole to pole called meridians of longitude. The starting longitude is 0 degrees and is known as the Prime Meridian. This meridian is defined as the longitude line that starts at the North Pole, travels through Greenwich, England, and ends at the South Pole. Longitude corresponds to how many degrees West or East of Greenwich a site lays.	10 Position Alphanumeric Accurate to 5 Decimal Places	±179.21367
316	State Or Country Primary Subdivision Code	The code used to identify the primary subdivision of a country such as a state, the District of Columbia, or a possession in which the real property asset or site is located.	3 Position Alphanumeric	This code comes from the current RPIM (8.1 at this time). Example - Alaska is state code 02