

CIVIL ENGINEER DIVISION (CED) – Clearance Checklist

- De-sensitize all organizational Sensitive Compartmented Information Facility (SCIF) areas.
- De-sensitize all open storage areas.
- Fill and patch all holes in walls and or ceilings.
- Remove all occupant/tenant furniture.
- Return all furniture to its original location.
- Empty all desk drawers, storage cabinets, store rooms, filing cabinets, closets, attics, basements, and warehouse areas completely.
- Remove all personal items (pictures, plaques, plants, cups, dishes, microwaves, refrigerators, etc.).
- Dispose of all food, trash, and unwanted items from all areas of the facility.
- Wipe down all counters, tables, and furniture staying behind in the facility.
- Place all trash/recycle containers in their designated areas for pick-up.
- Remove all unit/tenant equipment (printers/faxes/copiers, etc.).
- Coordinate with NEC to be removed from the network.
- Remove and properly dispose of all furniture, recycling materials, building materials, residual debris, and garbage immediately outside the facility.
- Coordinate final trash collection with CED-Operations Division, Tom Gunter, 878-7392.
- Coordinate carpet cleaning with CED-Operations Division, Keith Hodge, 878-3814.
- Return keys to CED, Real Property Office (*any lost keys will need to be duplicated, at the organizations expense, including re-coring expenses if required*).