**733d CIVIL ENGINEER SQUADRON – 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 ceilings.
* Remove all occupant/tenant furniture and equipment (printers, copiers, etc.).
* Return all furniture to its original location.
* Empty all desk drawers, storage cabinets, storerooms, 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 remaining in the facility.
* Clean all trash/recycle containers and place them in their designated

pick-up areas.

* Coordinate with NEC to be removed from the network.
* Remove and properly dispose of all furniture, recycling materials, building materials, residual debris, and garbage surrounding the outside of the facility.
* Coordinate final trash collection with CES-Operations Flight, Aviance Jenkins, 878-7385.
* Coordinate carpet cleaning with CES-Operations Flight,

Morton Manning, 878-4134.

* Return keys to CES, Real Property Office. Any lost keys will be duplicated at the organization’s expense, including re-coring expenses, if required.
* All unit property on the outside of the facility must be removed; changes must be restored to its original state.