

REAL ESTATE UTILIZATION INSPECTION REPORT
(ER 405-1-12)

DATE OF INSPECTION

DIVISION AND DISTRICT

1. NAME AND LOCATION OF INSTALLATION

2. USING SERVICE OR ACTIVITY

| | | | |
|----|---|---------------|---|
| 3. | LEASE NO. | ANNUAL COSTS: | (1) RENT _____ |
| | <input type="checkbox"/> GOVERNMENT OWNED | | (2) MAINTENANCE, SERVICES & UTILITIES _____ |

4. BUILDING SPACE USE

| | | |
|--|--|---|
| A. TYPE OF SPACE <input type="checkbox"/> OFFICE <input type="checkbox"/> STORAGE <input type="checkbox"/> OTHER (Specify) | | B. TOTAL AREA OF SPACE (Show breakdown on reverse side) SQ. FT. |
| C. SPACE EFFICIENTLY UTILIZED <input type="checkbox"/> YES <input type="checkbox"/> NO (If NO explain below) | | D. ACTIVITY CAN BE CONSOLIDATED WITH ANOTHER AT DIFFERENT LOCATION <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES give recommendations with supporting data below) |
| E. INACTIVE STORAGE SPACE SUITABLE FOR OTHER USE <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES give recommendations below) | | F. MORE ECONOMICAL LEASED OR GOVERNMENT-OWNED SPACE AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES give recommendations with supporting data below) |

5. LAND USE

| | | |
|--|---|------------------|
| A. IS THERE AN APPROVED LAND UTILIZATION AND MGMT PLAN FOR THE INSTALLATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | B. HAVE LAND AREAS NOT REQUIRED EXCLUSIVELY FOR MILITARY USE BEEN MADE AVAILABLE FOR NON-MILITARY PURPOSES? <input type="checkbox"/> YES <input type="checkbox"/> NO | C. TOTAL ACREAGE |
|--|---|------------------|

6. REMARKS AND RECOMMENDATIONS

| | | |
|-----------------------|---------------------------------------|------|
| INSPECTOR (Signature) | APPROVED (District Div. R.E. Officer) | Date |
|-----------------------|---------------------------------------|------|

(REVERSE SIDE MUST BE COMPLETED WHEN APPLICABLE)

BREAKDOWN OF SPACE UTILIZATION

(To be used only for reporting utilization of space located in one building. Use ENG Form 1439 (Continuation Sheet) for reporting space located in more than one building within a reservation. Special types of space use, such as that in ORC training, may be shown on supplemental sheet.)

| TYPE OF SPACE | AREA <i>(sq. ft.)</i> | | | | SPACE ALLOWANCE <i>(Check Applicable Column)</i> | | REMARKS | |
|---|--------------------------|----------------|------------------|---------------|---|---------|----------------|--|
| | | NO. OF PERSONS | SPACE PER PERSON | % OF CAPACITY | MEETS | EXCEEDS | | |
| | | | | | | | | |
| 1. OFFICE <i>(TOTAL A Thru F)</i> | | | | | | | | |
| A. DESK SPACE <i>(TOTAL (1) Thru (4))</i> | | | | | | | | |
| (1) PROFESSIONAL & CLERICAL | | | | | | | | |
| (2) EXECUTIVE | | | | | | | | |
| (3) CONFERENCE | | | | | | | | |
| (4) RECEPTION | | | | | | | | |
| B. CENTRAL FILES | | | | | | | NO OF CABINETS | |
| C. DRAFTING ROOM | | | | | | | | |
| D. REPRODUCTION PLANT | | | | | | | | |
| E. BUSINESS MACHINES RECORDING | | | | | | | | |
| F. OTHER <i>(Specify)</i> | | | | | | | | |
| | | | | | | | | |
| 2. STORAGE SPACE <i>(TOTAL A & B)</i> | | | | | | | | |
| A. DISTRIBUTION <i>(Space for storage and distribution)</i> | | | | | | | | |
| B. RESERVE <i>(Space for storage and retention)</i> | | | | | | | | |
| | | | | | | | | |
| 3. VACANT SPACE <i>(TOTAL A & D)</i> | | | | | | | | |
| A. ACTIVE & ASSIGNED | | | | | | | | |
| B. INACTIVE OR STANDBY | | | | | | | | |
| C. SURPLUS, AWAITING DISPOSAL | | | | | | | | |
| D. WASTE SPACE, STAIRS, CORRIDORS, TOILET, | | | | | | | | |
| | | | | | | | | |
| 4. OTHER SPACE <i>(SPECIFY)</i> | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 5. TOTAL AREA OF SPACE <i>(1 Thru 4)</i> | | | | | | | | |