

PROPERTY MANAGEMENT SYSTEM VERIFICATION CHECKLIST

Rev. 0

8/16/05

A/UA ¹	CRITERIA	REVIEWER COMMENTS
	1. Do you have an approved Property Management Program Plan in place?	
	2. Is there a tracking system in place to cover the acquisition through final disposition? a. Procurement b. Receiving c. Storage d. Movement e. Final disposition	
	3. Are procedures in place to give appropriate guidance and direction?	
	4. Is receiving documented adequately?	
	5. Is the property identified/marked as required?	
	6. Are the property records handled in accordance with the requirements and record schedules?	
	7. Does the property have adequate protection, if necessary, from the elements?	
	8. Are safeguards in place with regard to waste, loss, unauthorized use and misappropriation?	
	9. Is there a procedure in place that covers retirement of property, idle equipment, loss, damage, destruction, excess and disposal?	
	10. Is there a maintenance schedule in effect, if necessary, for those items needing preventative maintenance or special handling while being stored?	

¹ A = Acceptable UA = Unacceptable

A/UA ¹	CRITERIA	REVIEWER COMMENTS
	11. Is there a procedure in place that covers physical inventories?	
	12. Are property management reports to WRPS being generated according to requirements and the contract?	
	13. Are expense items being accounted for and tracked adequately (those items not having a lifespan/shelf-life of more than 2 years)	
	14. Are controls or a plan in place to ensure the ease of transition to WRPS at project closure (data is available in a form to mirror the requirements of the Hanford Property Management System needs)? ²	

¹ A = Acceptable UA = Unacceptable

² Minimum Data Requirements: Equipment ID No., Common Name, Make, Model, Serial Number, P.O. or P-Card Log Number, Acquisition Date, Cost, End User Name with HID Number, Organization Code, Location of Equipment.

