

Facility Manager checklist for stand alone facilities (SAFs)			
Revised November 2019			
Armory City: _____		Rental ID: _____	
Requesting Organization: _____		*Group: _____	
*Per WIARNG Pam 420-10, September 2019			
Key Control		Facility Manager signature	
*WIARNG presence required during facility rental?	Yes / No		
DMA presence is <u>required</u> during the event for CFMO charge Group III. Keys will <u>not</u> be issued to the lessee. Discuss cost of DMA presence with organization.			
Record whether this rental occurs after duty hours or on weekends			
Will WIARNG be present during the rental?	Yes / No		
Will an EAK be issued to the lessee/ renter? For extended lease periods, do not program the EAK longer than one month. Ensure the lessee returns the card monthly for key inventory and re-programming.	Yes / No		
Indicate date that the EAK will be recovered		Initial	Date notified
Facility Manager			
In cases where the Armory rental occurs during non-duty hours, notify local law enforcement (same POC on the IDS contact memo) of the event. Ask for any pertinent threat information and request additional law enforcement patrol(s) during the event if warranted			
Contact the WING Provost Marshal office for any local threats and/or FPCON changes that may impact this event: ng.wi.wiarng.mbx.js-j34-grp@mail.mil			
Ensure pilferable items are secured.			
Vendors/Deliveries: Ensure vendors and/or deliveries are not scheduled during the event.			
If event occurs during duty hours, do <u>not</u> sign out EAK/key.		Name of Lesee / person notified	Date notified
Organization			
Review emergency evacuation procedures with lessee (active shooter, disruptive guest, severe weather, fire, etc). Provide copies of Fire and Severe Weather Shelter plans.			
Provide lessee with information on Restricted Areas, to include motor pool. Provide lessee with Facility Manager contact information in the event IDS alarms are activated.			
Orient the lessee to housekeeping (using on hand cleaning supplies)/trash procedures, i.e., the lessee is expected to leave the facility in the same state (all trash			
Remove FPCON signage during facility rentals when there is no WIARNG presence.			
Printed name of Facility Manager:			