REAL ESTATE UTILIZATION INSPECTION REPORT For use of this form, see ER 405-1-12; the proponent agency is CERE-MM.	1. DATE *(YYYYMMDD)* OF INSPECTION

2. DIVISION AND DISTRICT

3. NAME AND LOCATION OF INSTALLATION

4. USING SERVICE OR ACTIVITY

5. LEASE NUMBER ☐ GOVERNMENT OWNED	6. ANNUAL COSTS: a. RENT _____ b. MAINTENANCE, SERVICES AND UTILITIES _____

SECTION I - BUILDING SPACE USE

1. TYPE OF SPACE ☐ a. OFFICE ☐ b. STORAGE ☐ c. OTHER *(specify)*	2. TOTAL AREA OF SPACE *(show breakdown on page 2)* SQUARE FEET _____
3. SPACE EFFICIENTLY UTILIZED ☐ YES ☐ NO *(explain below)*	4. ACTIVITY CAN BE CONSOLIDATED WITH ANOTHER AT DIFFERENT LOCATION ☐ YES *(give recommendations with supporting date below)* ☐ NO
5. INACTIVE STORAGE SPACE SUITABLE FOR OTHER USE ☐ YES *(give recommendations below)* ☐ NO	6. MORE ECONOMICAL LEASED OR GOVERNMENT-OWNED SPACE AVAILABLE ☐ YES *(give recommendations with supporting date below)* ☐ NO

SECTION II - LAND USE

1. IS THERE AN APPROVED LAND UTILIZATION AND MANAGEMENT PLAN FOR THE INSTALLATION? ☐ YES ☐ NO	2. HAVE LAND AREAS NOT REQUIRED EXCLUSIVELY FOR MILITARY USE BEEN MADE AVAILABLE FOR NON-MILITARY PURPOSES? ☐ YES ☐ NO	3. TOTAL ACREAGE

4. REMARKS AND RECOMMENDATIONS

5a. INSPECTOR'S NAME *(Last, First MI)*	b. DATE *(YYYYMMDD)*	c. INSPECTOR'S SIGNATURE
6a. APPROVED BY *(Last, First MI)* *(District, Division, Real Estate Officer)*	b. DATE *(YYYYMMDD)*	c. APPROVAL SIGNATURE

SECTION III - 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	(a) AREA *(square feet)*	(b) LIMITS (1) NUMBER OF PERSONS	(2) SPACE PER PERSON	(3) % OF CAPACITY	(c) SPACE ALLOWANCE *(Mark X Applicable Column)* (1) MEETS	(2) EXCEEDS	(d) REMARKS
1. OFFICE *(Total a thru g)*					☐	☐	
a. DESK SPACE *(Total (1) thru (4))*					☐	☐	
(1) PROFESSIONAL AND CLERICAL					☐	☐	
(2) EXECUTIVE					☐	☐	
(3) CONFERENCE					☐	☐	
(4) RECEPTION							
b. CENTRAL FILES					☐	☐	
c. DRAFTING ROOM					☐	☐	
d. REPRODUCTION PLANT							
e. BUSINESS MACHINES RECORDING					☐	☐	
f. OTHER *(specify)*					☐	☐	
g.					☐	☐	
2. STORAGE SPACE *(Total a thru c)*					☐	☐	
a. DISTRIBUTION *(space for storage and distribution)*					☐	☐	
b. RESERVE *(space for storage and distribution)*					☐	☐	
c.					☐	☐	
3. VACANT SPACE *(Total a + d + e)*							
a. ACTIVE AND ASSIGNED							
b. INACTIVE OR STANDBY							
c. SURPLUS, AWAITING DISPOSAL					☐	☐	
d. WASTE SPACE, STAIRS, CORRIDORS, TOILET, ETC.					☐	☐	
e.					☐	☐	
4. OTHER SPACE *(specify a+b)*					☐	☐	
a.					☐	☐	
b.					☐	☐	
5. TOTAL AREA OF SPACE *(Total 1 thru 4)*							