

CLERICAL UNIT - INCIDENT COMPLIANCE INSPECTION Date: _____ **Time:** _____

INCIDENT NAME: _____ *INCIDENT NUMBER:* _____ *RESOURCE #:* E- _____

COMPANY/CONTRACTOR: _____

AGREEMENT NUMBER: _____

EQUIPMENT MAKE: _____ MODEL: _____

VIN/SERIAL #: _____

Minimum Requirements

Not all inclusive; for additional clarification refer to agreement (SF-1449 section D)

Yes No

			Yes	No
1	Equipment VIN/serial # matches resource order (Schedule of Items)	D.6.3.1		
2	Check-in process completed	D.6.5.3		
3	OF-296 Vehicle/Heavy Equipment Pre-use Inspection Checklist completed			
4	Agreement: One complete copy	D.8		
5	AC power source (generator): adequate to provide sufficient power for all onboard systems	D.2.1.1		
6	Uninterruptable Power Supply (UPS) and line conditioner	D.2.1.1		
7	Wheel Chocks: Two (2) sets minimum, one set for each side of trailer (or unit)	D.2.1.1		
8	If unit is configured as a trailer, it is equipped with trailer stabilizers	D.2.1.1		
9	Internal Lighting: Enough to provide adequate light for nighttime operations.	D.2.1.1		
10	Outside Lighting: Enough to provide light for all entrance ways (two-way directional security light).	D.2.1.1		
11	Steps: If needed, to provide safe entry/exit from trailer or unit	D.2.1.1		
12	All printers and plotters shall be networked with all cables and power strips supplied.	D.2.1.1		
13	Daily backup capability or redundancy needed of all data and products.	D.2.1.1		
14	3 Photocopiers	D.2.1.1		
15	Printer: capable of color printing up to 11”X 17”	D.2.1.1		
16	Plotter: 36” width minimum	D.2.1.1		
17	Fax Machine: stationary, laser type	D.2.1.1		
18	Scanner, color flat bed: ability to scan documents with automatic document feed capability	D.2.1.1		
19	Laminator: 8 ½” X 11” or bigger	D.2.1.1		
20	Telephone capabilities (commercial lines provided by the government and for government work only). a. Pre-wired for telephone use. b. Minimum (4) line capable. Single hook-up box on exterior of unit.	D.2.1.1		

Minimum Requirements (continued)

Yes No

21	2 Workstations with Computers a. External Hard Drive. b. DVD/CD Read-Write Drive. c. Minimum of 1 available USB port with an available 4 port USB hub. d. Microsoft Office Professional software e. Operating System: Microsoft Windows 10 (32 or 64 bit) Current anti-virus software installed	D.2.1.1		
22	Staplers: heavy/light duty	D.2.1.1		
23	Hole Punch: heavy duty, 3-hole	D.2.1.1		
25	Paper cutter: 18"	D.2.1.1		
26	Paper Shredder: ability to shred up to 12 sheets per pass into 7/32 strips up to 130 sheets per minute	D.2.1.1		
27	Adequate supplies for a 7-day deployment and adequate source to resupply materials.	D.2.1.1		
28	White paper: no minimum but vendor is required to have enough to meet the needs specified (400 copies of 40 pages twice a day in three hours or less)	D.2.1.1		
29	Color paper: (8 1/2" X 11"), four (4) colors, one (1) ream each	D.2.1.1		
30	All paper: minimum of 30% recycled content	D.2.1.1		

Equipment meets agreement specifications Equipment does not meet agreement specifications

Inspector: _____ Date: _____
(Print and sign)

Contractor: _____ Date: _____
(Print and sign)

Contractor given the opportunity to correct noted deficiencies (*See Remarks*)

Contactor successfully corrected noted deficiencies

Inspector: _____ Date: _____

REMARKS: _____

