



144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2205 • (907) 714-2378 Fax

SURPLUS FACILITY TRANSFER PROTOCOL FORM

Name of Facility	Soldotna Prep School
Facility Address	426 W, Redoubt Ave, Soldotna, AK 99669
Agency Representative	Kevin Lyon, KPBSD Planning & Operations
KPB Representative	James Baisden, Chief of Staff

TASK	COMPLETED	COMPLETION DATE	COMMENTS
Facility Vacated in Clean & Secure Condition	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Facility Vacated July 1, 2019	Some Carpets Damaged in Move Out. Basic Furnishings & Supplies to remain by agreement. Deep Clean conducted during winter break Dec 2019-Jan 2020
Joint Inspection Performed by Agency Representative & KPB Representative	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		Multiple Joint Inspections performed from June 28-Aug 7, Final Inspection Jan 31, 2020-mam
Facility Records Transmitted to KPB	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		Janitorial Manuals in Room 44, MSDS(None)
All Access Controls Transferred to KPB	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		All known keys turned in, stored in key room.
Utility & Plant Required Accounts Transferred to KPB	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Authorized to Accounting Back Date to July 1, 2019	Electric Natural Gas/ Propane Water/ Sewer Solid Waste Communications & Monitoring Insurance
Cleaning of Carpets	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		KPBSD Completed Cleaning During Winter Break Dec 2019- Jan 2020
Cleaning of Gym Floors	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		Floors cleaned sufficiently for scheduled maintenance


Agency Representative Signature

2/24/2020
Date


KPB Representative Signature

3/2/2020
Date