

APPENDIX L

**ARMORY TURNOVER  
TASK CHECK-LIST**

IGR UNIT: \_\_\_\_\_ ARMORY LOCATION: \_\_\_\_\_

DATE	TIME	TASK
		Established Operations Journal
		Received Key Log and all Keys
		Received Property Books and Records
		Received Building(s) Blueprints and Service Contracts
		Received List of Custodial Staff and Their Status regarding Mobilization
		Received List of Armory Board Members
		Received Armory Board Records
		Received Armory Financial Records, Checkbook, Funds, etc
		Received Addresses of Mobilized Unit(s) Staging Locations
		Received Complete Roster(s) of Mobilized Unit(s) and Personnel
		Established list of Non-deployable Property (State and Federal)
		Received List of Non-deployable Personnel
		Established Communications with Unit HQ
		Assumed Operational Control of Armory
		Recorded information of Potential Historical Significance
		Made Report to Unit HQ by Telephone or Radio
		Established Duty Roster
		Established Physical Security

