

Turnover of O&M and/or Sustaining Engineering Responsibility for Spaceport Facilities, Systems, Equipment, and Utilities (FSEU)

Procurement Contract No.	PCN	Location	Date
From	To	Contract No. Additional Information	
From	To		
From	To		
From	To		
Facility, System, and/or Equipment Being Transferred		☐ Operation ☐ Maintenance ☐ Sustaining Engineering	
Project Title Systems			
Open Items		Turnover Type ☐ PARTIAL-FINAL ☐ FINAL TURNOVER	
		The following permitted systems are affected by this turnover: ☐ Stormwater Management (RG and/or ES) ☐ Domestic Wastewater (SS) ☐ Other Environmental Impacts (List Specifics) ☐ Water Distribution (WP)	
Turnover Exclusions		Remarks	
The equipment listed hereon is in accordance with drawings, specifications, and engineering change orders approved by design agency, except for open items listed.			
Transferred By	Date	Accepted By	Date
Title & Organization		Title & Organization	
Transferred By	Date	Accepted By	Date
Title & Organization		Title & Organization	
Transferred By	Date	Accepted By	Date
Title & Organization		Title & Organization	
Transferred By	Date	Accepted By	Date
Title & Organization		Title & Organization	

[illegible]

Date

Documents / Software Transmitted

PCN	TITLE / PMN	(Copies) QTY	Transmit DATE	Document Repository
DOCUMENT NO.				
Specification / Drawing No.	O&M MANUALS			
	Comment			
	AS-BUILT DWGS			
	Comment			
	WARRANTY			
	Comment			
	TRAINING DOC			
	Date Conducted			
	Comment			
	SOFTWARE			
	Comment			

SHOP DRAWING / OTHER(S) TRANSMITTALS

[illegible]

DOCUMENTS RETAINED BY RESPONSIBLE ORGANIZATION	REMARKS
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SHOP DRAWING / OTHER(S) TRANSMITTALS	(Copies) QTY	Transmit DATE	Document Repository
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[illegible]

Date

[illegible]

Instructions for Completing KSC Form 21-136

KSC Form 21-136 is the form used to identify Facility/System/Equipment/Utility (FSEU) being transferred from one entity to another at Kennedy Space Center (KSC) and Cape Canaveral Air Force Station (CCAFS), Florida. It may be used for Government and/or Commercial Transfers.

The form can be used as a single transaction form or as a multiple transaction form, as needed. It supports signatures for a maximum of four (4) such transfers.

Front of form (Page 1)

Procurement Contract Number: Fill in with appropriate number, as required.

PCN: Enter the Project Control Number, i.e. WON #, PCN #, etc., or other unique project number.

Location: Fill in Facility Number.

Date: Fill in the date the form is being completed.

From: Enter the Organization currently responsible for the identified FSEU, i.e. NASA TA-B4.

To: Enter the Organization which will be receiving the FSEU, i.e. ISC-1320.

Subsequent "**From**" and "**To**" fields may be filled out for subsequent transfers of FSEU, moving from left to right, then to the next row.

Project Title: Enter the Title of the Project.

Left click to select **Operation**, **Maintenance**, and/or **Sustaining Engineering** box(es).

Systems: Enter the FSEU being transferred. Include OMEU or CMDS code and Program Model Number (PMN) for clarification.

Open Items: Fill in any open items, i.e. incomplete punchlist items.

Turnover Exclusions: Fill in any Systems not yet ready for turnover.

Turnover Type: Left click to select either **Partial-Final** or **Final Turnover**.

Permitted Systems checkboxes: Check any that apply. More than one may be checked.

Transferred By: Leave blank for the signature of the Manager, Project Manager or other signatory of the Organization identified in the first "**From**" field above.

Accepted By: Leave blank for the signature of the Manager, Project Manager or other signatory of the Organization identified in the first "**To**" field above.

Title & Organization: Complete for the Manager, Project Manager or other signatory identified in the first "**From**" field above.

Title & Organization: Complete for the Manager, Project Manager or other signatory identified in the first "**To**" field above.

Subsequent "**Transferred By**" and "**Accepted By**" fields may be filled out for subsequent transfers of FSEU, moving from left to right, then to the next row.

Instructions for Completing KSC Form 21-136

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PCN Number: Automatically filled in.

Specification/Drawing No.: Enter from project documentation.

O&M MANUALS: Fill in Title/System of manuals.*

Comment: Use as needed.

(Copies) QTY: Number of copies transmitted.

Transmit DATE: Self-explanatory.

Document Repository: Select EDC, KDDMS, TechDoc, or enter custom value as needed.

AS-BUILT DWGS: Type of As-Built, i.e. Fire Alarm, Structure.*

Comment: Use as needed.

WARRANTY: Fill in type of warranty, i.e. Roof, HVAC. Additional warranties may be listed in Shop Drawing/Other(s) Transmittals section.*

Comment: Use as needed.

TRAINING DOC: List any training that was required (for a new system).*

Date Conducted: Date training was performed.

Comment: Use as needed.

SHOP DRAWING / OTHER(S) TRANSMITTALS: List all other shop drawings, Form 1046, DD Form 1354, etc. Generally, any documentation whose ownership is being transferred.

DOCUMENTS RETAINED BY RESPONSIBLE ORGANIZATION and REMARKS: Do not fill out anything below the line.

*List additional in Shop Drawing / Other(s) Transmittals section or as attachment.