

**BY ORDER OF THE COMMANDER
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION
32-6003**



3 OCTOBER 2012

Civil Engineering

**GROUND MAINTENANCE/
BASE APPEARANCE TEAM**

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This instruction implements AFPD 32-60, *Housing*, and provides information specific to the implementation of AFI 32-6001, *Family Housing Management*. It establishes the procedures for area and sign maintenance in industrial, administrative, operational and housing areas, and applies to all units assigned or associate to Misawa Air Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This is a revised instruction that supersedes 35 FWI 32-6003, 22 Oct 2009.

1. Care of Grounds.

1.1. Summer. Grounds maintenance includes mowing, edging and trimming of grass along sidewalks, curbs, fences, steam tunnel entrances, trees, buildings, transformer banks, etc.

Trim shrubs and hedges, rake leaves and pick up loose debris and trash to maintain a clean and neat appearance.

1.2. Winter. Grounds maintenance will consist of snow and ice removal from sidewalks, driveways and industrial parking spaces. Snow removal includes removing icicles, ice and snow from roof overhangs and taking precautionary measures to prevent accumulation of ice and snow in the above areas. Policing loose debris and trash from assigned areas is required during winter months.

2. Responsibilities.

2.1. The 35th Civil Engineer Squadron (CES) will:

2.1.1. Maintain streets and other common areas where responsibility has not been designated.

2.1.2. Remove snow from base and housing area streets in accordance with the Misawa Snow & Ice Removal Plan.

2.1.3. Provide grounds keeping service around the following buildings and areas:

2.1.3.1. Building 507, Wing Headquarters.

2.1.3.2. All vacant fields and semi-improved/undeveloped areas, excluding certain athletic fields and picnic areas.

2.1.4. Perform periodic grounds maintenance inspections of all areas assigned to facility managers, dormitory managers and Military Family Housing (MFH) areas.

2.1.4.1. Notify personnel of any discrepancies noted during periodic inspections.

2.1.4.2. Perform follow-up inspections to ensure corrective actions have been accomplished when discrepancies are identified.

2.2. Facility and Dormitory Managers will:

2.2.1. Maintain grounds surrounding buildings or dormitories for a distance of 150 feet out on all sides, not to exceed the center line of adjacent streets, or halfway to adjacent buildings (or to construction site barricades/fences). This includes parking lots, driveways, sidewalks, drainage ditches and fence lines. Facility and dormitory managers desiring to know their area of responsibility can contact the 35 CES Grounds Maintenance Section at 226-4698.

2.2.2. Police grounds, parking lots, sidewalks, street gutters and storm drain grate areas prior to 1000 hours on normal workdays.

2.2.3. Mow and edge grass/vegetation weekly or when it exceeds 3.5 inches in height (do not mow lower than 2 inches in height). Trim grass/vegetation around sign posts, trees, fire hydrants, parking spaces, other obstacles, and along both sides of fence lines. Remove grass from cracks in curbs and sidewalks. Grass will be mowed with a commercial type mower set at proper height to prevent scalping and damage to the turf. Cutting grass with line type electric or gas trimmers is not permitted.

2.2.4. Weed flower beds, bushes, hedges, and shrubberies of grass, weeds, or inappropriate vegetation. Use caution when using weed eaters, damage caused by weed eaters can kill plants, trees, bushes shrubs etc.

2.2.5. Trim trees, bushes, hedges, and shrubs to maintain a neat appearance or when obstructing personnel/vehicle traffic. If unsure of the proper way to trim trees and bushes, call the 35 CES Grounds Maintenance Section at 226-4698 for advice.

2.2.5.1. Bushes and hedges will be maintained to the appropriate height for plant type, location, and intended purpose (i.e., screening shrubs).

2.2.5.2. Hedges will not exceed 4 feet in width.

2.2.6. Rake or sweep clippings and debris from the grounds, sidewalks, streets, and other paved areas. Place clippings and debris in trash cans or other suitable containers at the building/dormitory trash collection point. Do not use storm drains to get rid of trash or other types of debris.

2.2.7. Remove accumulated snow and ice as required to eliminate buildup from sidewalks, steps, driveways, and individual parking spaces. Do not throw snow into the road. Clear a 3-foot wide path to and around fire hydrants within areas of responsibility.

2.2.7.1. Parking lot snow removal (not including Military Family Housing). Coordinate with 35 CES Snow Control Center at 226-4698 for snow removal. All vehicles must be removed from parking lots to allow access of snow removal vehicles. If vehicles are not removed, snow removal may consist of an access path through the parking lot for emergency response vehicles only.

2.2.7.2. Ice control. Maintain and dispense ice control material (deicers) on sidewalks and steps, as required. This material is available at the Self-Help Store, Building 794.

2.2.7.3. Remove icicles, ice, and snow from roof overhangs and door stoops to prevent safety hazards. Long poles for removing icicles are available at the Self-Help Store.

2.3. Building Signs and Reserved Parking:

2.3.1. Facility managers are responsible for reporting damage to exterior building signs or other signs approved for their area of responsibility. Only signs approved by 35 CES Operations Flight will be displayed in accordance with Air Force and Misawa Air Base sign standards. CES is not responsible for interior signs. Building signs will be cleaned by the facility manager.

2.3.2. Reserved parking signs are authorized by 35th Fighter Wing Supplement 1 to AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*. Submit requests to 35 CES by using an AF Form 332, Base Civil Engineer Work Request. The request will be evaluated by the Traffic Management Council (TMC). If approved, 35 CES will provide up to five reserved parking signs per squadron. Additional signs will be provided on a reimbursable basis. The building manager may obtain locally if paragraph 2.3.1. is followed.

2.4. Military Family Housing occupants will:

2.4.1. Maintain grounds surrounding their building (not to exceed a maximum of 150 feet), one-half the distance to the neighboring residences and/or to the centerline of the street for units adjacent to streets. The area between sidewalks and gutters are also included. MFH residents desiring to know their area of responsibility can contact the Housing Management Office at 226-3200.

2.4.2. Police designated areas daily, including assigned parking spaces.

2.4.3. Maintain grass/vegetation to a minimum height of 2 inches and a maximum height of 3 1/2 inches. Keep the edges of lawn along sidewalks, driveways, around flower beds, fire hydrants, posts, sheds, fences, trees, and manholes neatly trimmed. Do not dig trenches along sidewalks.

2.4.4. Remove grass, weeds and inappropriate vegetation from flower beds, bushes, hedges, shrubbery, and curbs.

2.4.5. Trim bushes, hedges, and shrubs to maintain a neat appearance or when obstructing personnel/vehicle traffic.

2.4.5.1. Bushes and hedges will not exceed 6 feet in height.

2.4.5.2. Hedges will not exceed 4 feet in width.

2.4.6. Rake clippings and debris from the grounds. Ensure clippings and debris are swept off sidewalks, streets, and other paved areas. Place clippings and debris in trash cans or other suitable containers at the trash collection point.

2.4.7. Remove snow and ice from sidewalks by 0800 daily. Remove snow and ice from steps, driveways, and individual parking spaces as soon as possible after accumulation.

2.4.7.1. Remove icicles, ice and snow from roof overhangs and door stoops to prevent safety hazards. Long poles for removing icicles are available at the Self-Help Store. Residents should contact the Housing Management section at 226-3200 to assist them in removing ice buildup on roofs or other surfaces of their facility when it is clearly beyond the occupant's ability to safely remove ice.

2.4.7.2. Clear a 3-foot path to and around fire hydrants located within the area of responsibility.

2.4.7.3. Clear a 3-foot wide path to the building's fuel oil tank fill point and garbage cans for contractors' access.

2.4.7.4. Clear accumulated snow from open/visitor parking spaces. Senior occupants in multi-family buildings will determine responsibility for clearing these open/visitor parking spaces. Do not throw snow into the road!

2.4.7.4.1. If there are disputes between MFH occupants and/or the senior occupant about which parking spaces are to be cleaned, the Housing Management section should be contacted for resolution. No MFH occupant should be responsible for clearing snow from more than three parking spaces.

2.4.8. Make arrangements to ensure grounds maintenance and snow removal are accomplished during absences such as temporary duty (TDY), temporary additional duty (TAD), leave, etc.

2.4.9. Grounds maintenance tools. The Self-Help Store, Building 794, has a limited number of shovels, rakes, hoes and other tools available to MFH occupants for checkout.

2.4.10. Clear parking spaces of debris such as grass, trash, leaves, and snow. This will also assist in keeping the storm drainage systems operational.

2.4.11. MFH Senior Occupant. The senior military member of every multi-family building is responsible for the overall conformity of their building to the grounds maintenance, snow removal, and inspection requirements. During absences such as TDY, TAD, leave, etc., the next senior military member will assume these responsibilities.

2.4.12. For paint striping and house numbers in parking stalls contact the Housing Management section at 226-3200.

2.5. Empty MFH units:

2.5.1. Lawn maintenance and snow removal on empty MFH units is accomplished by the Housing Management section.

2.6. Base Appearance Team (BAT) detail will:

2.6.1. Police all streets, roads, parking lots, fields and semi-improved areas daily. The BAT will not police areas assigned to facility/dorm managers or housing occupants.

2.6.2. During winter months, the BAT will be responsible for removing snow and ice from mass transit and school bus stops.

2.6.3. The BAT will consist of one NCO from 35 CES and three enlisted members. All Airmen assigned to the BAT team will have a validated AF Form 2293, US Air Force Motor Vehicle Operator Identification Card. The three enlisted members are drawn from all units assigned to Misawa Air Base (except 35 CES who provides the full-time NCO) based on a fair share percentage. 35 CES will create an annual schedule for BAT support.

2.6.3.1. 35 CES/CEOS, with coordination and approval of the 35 MSG/CEM, will create an annual schedule for BAT support. Levies are made annually based on the unit strength reflected in personnel reports. Adjustments may be made by the MSG/CEM for deployed units as necessary and with coordination of the Group CEMs.

2.6.3.2. Tasked units will ensure individuals selected for the BAT are available and do not have any other conflicting details or appointments. If an appointment cannot be changed, it is the unit's responsibility to furnish a replacement.

2.6.3.3. Monday through Friday Airmen assigned to the BAT team will report to the 35 CES Vehicle Control NCO (VCNCO) office located in Building 790, 2nd floor, at 0730 in ABUs and have applicable weather attire. The BAT will not work on Federal Holidays and Family Days unless otherwise directed.

2.6.3.4. The BAT will terminate during wing level or higher headquarters exercises unless otherwise directed by competent authority. Personnel will report back to their duty section.

2.6.4. The 35 CES will ensure all members wear safety vests and provide trash bags for litter. BAT members police areas by walking. The vehicle is primarily used to transport detail members between litter pick up areas.

2.6.5. 35 CES will provide vehicles for the BAT for detail related purposes only.

STEPHEN C. WILLIAMS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

AFPD 32-60, *Housing*, 16 Sep 2005

AFI 32-6001, *Family Housing Management*, 21 Aug 2006

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 33-324. *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information collections*, 1 Jun 2000

Adopted Form

AF Form 332, *Base Civil engineer Work Request*, 1 Jan 1991

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 1 Feb 1987