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51ST FIGHTER WING**

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FACILITY MANAGER'S GUIDE

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It is provided to help Facility Manager's (FM) understand their role and explain the procedures required to perform FM duties. Understanding how Civil Engineering (CE) can assist in maintaining facilities is critical to improving the quality of life in facilities. Organizational commanders are responsible for the care, custody, and protection of facilities, grounds, and pavement under the control of their unit. This guide details the FM's responsibilities and is designed to serve as a quick reference. The FM serves as the focal point for all CE work. He/she is critical in ensuring their facility is in satisfactory condition and all work required to maintain that condition is reported to the 51st Civil Engineer Squadron (51 CES). They are responsible for reporting all CE requirements to the Customer Service Unit (CSU). They are required to track all open work requests and maintain constant communication with the CSU. The FM or alternates are the only people permitted to call in (784-4304) or e-mail (51 CES Service Call Desk@osan.af.mil) routine work orders or submit AF Form 332, *Base Civil Engineer Work Request*. Anyone may call in an emergency Direct Scheduled Work Order (DSW). Dorm residents may call in an emergency work request; however, residents must coordinate routine work with the Dorm Manager to ensure they are documented on the AF Form 1219, *BCE Multi-Craft Job Order*, so the CE Dorm Maintenance Team can take care of all deficiencies during the routinely scheduled visit. It applies to all personnel assigned or attached to the 51st Fighter Wing (51 FW). 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*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. The use of the

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. It updates, clarifies, and streamlines previous guidance on facility manager’s guide. Most notably are significant changes to the facility manager’s responsibilities, the Work Priority System (WPS) and energy conservation. Minor adjustments were made to the Self Help process, description of work classification and general clarification of the work process system. Additionally, attachments were updated to include the most current tank and secondary confinement inspection checklist and fire protection checklist. Attachment 1 has been added as AF Format and original attachments have been rearranged.

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1. Appointment of Facility Managers:

1.1. Criteria: Trained and experienced FMs are the most successful in obtaining timely and complete CE services. FMs are responsible for the following: care, custody, and protection of real property; active participation in the utilities conservation program; fire-safe condition of the building or facility; and proper use of the building or facility assigned to them. To fulfill these responsibilities, they must have cooperation of all occupants and users of their buildings and facilities. They should make every effort to safeguard the property from damage or loss. They will attend the Facility Managers orientation and will serve in an administrative and advisory role in all real property facility matters. Unit commanders will designate a primary and alternate FM for each building or facility assigned to the organization or agency. Individuals designated as an alternate act on behalf of absent primary FMs. When a building or facility is used by more than one organization or staff agency, the main user will designate the primary FM. However, an alternate should be appointed from the other agency/agencies using the facility. Unit commanders and staff agency chiefs will make sure, by personal inspections, FMs are doing their job.

1.2. The person designated as the primary/alternate FM will be someone with enough authority and ability to do the job, preferably E-5 or higher. When designated, each should have at least nine months time remaining with their organization. FMs will not be made responsible for more buildings or facilities than they can manage.

1.3. Changes in FMs must be made in writing to the Civil Engineer Production Control Center (PCC) 10 days before the desired change date (see Attachment 2). FMs should clear through the PCC before departing the base.

1.4. The PCC will maintain a list of the FMs for each building and facility and will update it as required.

1.5. FMs are responsible for the following use and care of real property:

1.5.1. Brief occupants and users on their collective responsibility for care, custody and protection of the property. Brief them about the pecuniary liability for loss and damage in excess of fair wear and tear resulting from acts not beyond their control.

1.5.2. Ensure occupants do not tamper with, replace or repair installed electrical equipment (electrical wiring, exhaust fans, etc) except those items considered occupant's responsibility, e.g. light bulbs under 10 feet, resetting circuit breakers, labeling circuit breaker panels.

1.5.2.1. The FM is responsible for replacing light bulbs in fixtures less than 10 feet high. CE craftsman are responsible for replacing bulbs in fixtures over 10 feet high. Procurement of all bulbs is the FM's responsibility, and for fixtures over 10 feet high, the bulbs must be on hand before CE craftsman respond. Building managers can procure light bulbs through General Service Administration Store (GSA) or locally through a source downtown.

1.5.2.1.1. Spent fluorescent lamps of all sizes and shapes (tubes, U-tubes, compact bulbs) must be disposed at the Hazardous Waste (HazWaste) Shop (784-6508) in Building 833 because of the mercury contained inside. Spent fluorescent lamps awaiting transport to Bldg 833 should be stored in a cardboard box to prevent breakage, and kept closed when not adding or removing lamps. The FM should collect the spent fluorescent lamps and take them to Building 833 frequently enough to not exceed one (1) box of spent lamps awaiting disposal. Boxes of spent lamps should be marked with the words "Universal Waste Lamps."

1.5.2.1.2. When using new compact fluorescent lamps (CFL) in fixtures designed for old-style incandescent bulbs, ensure that the CFL bulb is appropriate for the position of bulb in the fixture. Some bulbs cannot be used in the upside-down position or inside enclosed/recessed fixtures, due to fire hazards.

1.5.2.2. High voltage systems (600 volts or higher) requiring special equipment or outside lighting systems, such as poles, signs, street and security lighting will be maintained solely by CE.

1.5.3. Set up a daily cleanup/inspection schedule for the area around the facility.

1.5.3.1. The area of responsibility for each FM is fifty feet (50') from the facility or half the distance to the next building. Maintenance of this area includes, but is not limited to, removing weeds around a facility, proper care of plants and shrubs, and removing snow and ice from sidewalks. A maintenance checklist is provided at Attachment 3. For additional FM responsibilities, Attachment 4 provides a real property checklist.

1.5.3.2. Ensure plants and shrubs receive proper care, i.e. trimmed, watered, garbage and debris removed.

1.5.3.3. Begin snow and ice removal after snowfall stops. It is the FM's responsibility to remove snow/ice from all sidewalks within 50 feet of the facility.

1.5.4. Maintain an Open Work Request Log. Facility managers should keep a log on an AF Form 3136 to ensure all maintenance and repair requirements are identified, requested, and completed. This will help avoid duplicate work requests and provide a more accurate means of tracking facility work. As needed, conduct an inspection of the building or facility and its Real Property Installed Equipment (RPIE). Submit AF Form 332 for routine maintenance and/or repair.

1.5.5. Security of all keys. FMs are required to establish security procedures that will ensure no keys are duplicated without official approval in writing. FMs are not responsible for keys controlling specialized areas within the facility, areas maintained by using organizations for safeguarding their specialized equipment, sensitive documents, personal tool kits, or similar items. FMs will repossess all keys from personnel PCSing, and will hold for safekeeping all keys issued to personnel going on extended leave or TDY for over 30 days.

1.5.5.1. Should a facility key(s), including master key, be lost or be found to have been reproduced by an unauthorized source (any location other than the 51 CES

- Locksmith Shop), the individual responsible for the key(s) will accept pecuniary liability for having the lock(s) replaced or rekeyed. An AF Form 332 must be initiated to provide a cost estimate for replacing and rekeying the lock. The funds will be collected via DD Form 1131, *Cash Collection Voucher*. Statement of Charges are not required for this action. Duplication of master keys requires an AF Form 332 signed by the unit commander and approved by the Base Civil Engineer (BCE).
- 1.5.5.2. Additional keys for a facility will only be issued to the FM or alternate from the 51 CES after an AF Form 332 has been submitted and approved through the CE Customer Service Unit.
- 1.5.5.3. One master key is issued when the building is first assigned to a using organization or when the building lock system is "rekeyed".
- 1.5.5.4. All actions involving key control will be recorded in the key control register. Broken, damaged, or inoperative locks will be reported to the CSU.
- 1.5.6. Appoint a fuel tank custodian through LRS if the facility relies on a boiler for heat/hot water.
- 1.5.6.1. Fuel Tank custodians are responsible for ensuring the tank's fill port is locked and checking fuel levels daily to ensure the tank does not run out of fuel. If the fuel level less than half full, the tank custodian must call Fuels Control Center at 784-5631 to schedule delivery of fuel. The tank custodian is required to perform weekly inspections of the tank and the surrounding containment floor and berm. If a leak is detected, report it to CE Customer Service immediately. Tank custodian training is offered by Fuels Management. A tank custodian checklist is provided at Attachment 5.
- 1.5.6.2. The custodian must also ensure that uncontaminated rain water is drained from the tank berm (secondary containment) and the drain valve is locked closed at all times except when removing rain water. Guidance on inspecting and maintaining fuel support tanks is in AFI 23-204, *Organizational Fuel Tanks*.
- 1.5.6.3. The fuel tank custodian/occupying unit is financially responsible for any damages caused by negligence of these duties.
- 1.5.7. FMs will be the primary point of contact for power outages and scheduling generator runs per AFI 32-1064. It is imperative for 51 CES Power Production to run the generator during normal duty hours at 75%-100% load to properly exercise the generator. Frequency of inspections will be determined by Power Production shop, and executed by the Recurring Work Program.
- 1.5.7.1. FMs will be present to ensure all load in the building is utilized (to simulate peak hour usage).
- 1.5.7.2. FMs will contact the Power Production, 784-5212, shop whenever their generator is running for accountability.
- 1.5.7.3. FMs will designate personnel to be trained on emergency generator start procedures and coordinate with Power Production to schedule generator training during scheduled monthly generator runs.

1.5.8. FM will repair the facility for turnover prior to vacating the premises. An inspection must be conducted with the Real Property Officer (RPO) from CE before vacating. All organizational equipment shall be removed and the area thoroughly policed. Door keys shall be taped to each door and the facility secured. All exterior door keys shall be turned over to the RPO at the time of the joint inspection.

1.5.9. FMs should encourage facility occupants to recycle aluminum and tin cans, plastics bottles, paper (white/mixed/shredded/magazines) and cardboard, and ensure recycling containers and dumpsters are available for the collection of these materials. Recycle containers may be requested from 51 CES/CEAN (784-4272).

1.5.9.1. Recyclables may be bagged and placed in the trash dumpster. This process helps separate the recyclables from the garbage and reduces cross-contamination. This in turn increases the amount of materials the contractor is able to divert from disposal. The refuse contractor operates a waste sorting facility off-base and reports the tons of Osan's materials recycled.

1.5.9.2. Contact 51 CES/CEAN for assistance or questions about the Osan Recycling Program.

1.5.10. FMs perform monthly inspections of oil/water separators (OWS), grease traps, grit chambers, sumps, septic tanks, trench drains, maintenance pits, etc. and report all deficiencies to the CE Service Call Desk and request a job order. Document inspections for OWS facilities using forms provided in the Osan AB Storm Water Pollution Prevention Plan.

1.5.10.1. These types of facilities and equipment can allow water contaminated with fuel, grease, chemicals, sewage and other substances to enter our sewage lines or storm drainage channels if FMs do not monitor carefully for operational problems. Misuse of OWS can result in danger of fire, explosion, generation of poisonous gases, or violation of environmental standards.

1.5.10.2. For OWS facilities, notify 51 CES/CEAN, Natural Resources (Environmental staff, 784-4272) when the waste-oil compartment is getting full (i.e. liquid surface is high, approaching top of the compartment) or if accumulated sludge/solids at the bottom of the OWS is getting thick (several inches). Environmental staff will then visit the OWS to check and advise Service Contracts if pump-out is required.

1.5.10.3. FMs should advise maintenance/shop personnel to use dry cleanup methods whenever possible, and to minimize use of wash-down water where runoff will enter floor or storm drains, OWS, etc. Soap and detergents may not be used where water will run into OWS facilities, as this will emulsify the oils and allow them to pass through the OWS.

1.5.10.4. OWS are designed to collect and hold incidental releases of POL materials/wastewater mixtures until removed by contractor. OWS are not treatment units and FMs must ensure no one is using the OWS for disposal of POL materials/wastes.

1.5.10.5. Notify 51 CES Natural Resources when maintenance/shop personnel need training on the use of OWS facilities. Training will be conducted on-site, and will last approximately 1 hour.

2. Interface with Key CE Sections:

2.1. Production Control Center (PCC): The PCC contains the Customer Service Unit (CSU) and the Service Call function. The PCC manages the FM's Program and coordinates actions required for the following:

2.1.1. Monitors appointment of FMs for all facilities on base.

2.1.2. Conducts FM training quarterly. Training will consist of a review of material contained within this brochure and a question and answer session. FM's will receive a mandatory initial training as well as a mandatory annual refresher in the event that an FM is on station assigned to a facility for more than 12 months.

2.1.2.1. Customer Service Unit: The CSU, which contains the Service Call function during duty hours, is located within the PCC in building 657. Routine work orders are placed in the CSU during normal operating hours. Emergency requests may be called in to the Service Call function at any time. Only emergency calls (see paragraph 2.1.2.2.1. for the definition of an emergency) are accepted outside of normal duty hours, including weekends. The CSU accepts and controls all work requirements until they are completed or are in a firm contract program for completion. The CSU provides a single point of contact between CE and the customer to:

2.1.2.1.1. Help customers prepare work requests, including requests for self-help work.

2.1.2.1.2. Accept, review, process, and control work requests.

2.1.2.1.3. Answer customer inquiries and provide status of work requests.

2.1.2.2. Service Call function: The service call is located within the CSU in building 657. A 24-hour-a-day, 7-day-a-week emergency service call operation is provided by CE. The operation is geared for immediate response under emergency conditions and priority scheduling in those situations that are URGENT, but less than an emergency.

2.1.2.2.1. Emergency. Work required to eliminate an emergency condition within 24 hours of notification that is detrimental to the mission or reduces operational effectiveness. Examples of emergencies are work required to provide adequate security to areas subject to compromise, to eliminate immediate hazards to health, fire protection, safety, or to protect valuable property and equipment. Emergency will always include, but is not limited to: Failure of any utility, fire protection, environmental control, or security alarm system, e.g., loss of heat, steam, gas, liquid fuels or water, clogged plumbing when there is only one toilet in the facility, failure of an air conditioning system that may lead to the failure of mission critical equipment, power failure, faulty electrical systems and fire hazards. The Service Call function will accept notification that an emergency condition exists from anyone who has knowledge of that emergency condition. FM should be familiar with location and operation of utility controls so they may

react properly and quickly should an emergency develop in their facility.

2.1.2.2.2. Urgent. Work that is not an emergency, but must be responded to and completed, or materials ordered, within 7 calendar days of receipt. If materials are ordered, completion shall be within 7 calendar days after receipt of materials.

2.1.2.2.3. Routine. Work that does not qualify as emergency or urgent work, but must be accomplished within 30 calendar days after identifying the requirement or receipt of material. Material requirements must be processed within 14 calendar days of receipt. When practical, group routine requirements into work packages and accomplish as a single undertaking. Routine work is maintenance and repair work that is required to preserve or restore an existing facility; in other words, to "fix" what is already there. Examples: Painting, replacing floor tiles, replacing light bulbs over 10' high, repairing heating systems, etc. Such requirements can be readily identified by conducting regular monthly inspections of the facility and its real property installed equipment. When requesting maintenance or repair, an AF Form 332 will be prepared with three copies and submitted by the FM. A correct and complete AF Form 332 will save valuable time in the accomplishment of the request. When preparing an AF Form 332, the FM should thoroughly describe the work required, including location within the facility, color, type, size, quantity, urgency, etc. Attach sketches, plans, or diagrams to the request as an aid in locating or describing the work requirement. Referenced inspection reports which justify the work (i.e., safety, fire deficiency, etc.) must be submitted with the AF Form 332. When the AF Form 332 is received, it will be processed to determine the complexity of the work to be done. The original and two copies are kept by the CSU and a copy returned to the FM. It will be assigned a work request number. Record this number in the request register and refer to it when making follow-up inquiries. Allow about one month before taking any follow-up action. All actions pertaining to the work request from submittal to job completion should be noted in the FM's request register. Additionally, AF Form 1219 should be used by dorm managers to document routine repair requirements. Use of this form alleviates unnecessary clutter of the job order system while still documenting needed repairs. Examples of jobs to annotate on this form are paint touch-up, broken floor tiles, broken ceiling tile, etc.

2.2. Work Request Review Board (WRRB). The purpose of the WRRB is to validate and track all incoming AF Form 332 requests submitted. Composition will consist of the following representatives: 51 CES/CEO (Chairperson), CEOS, CEOSP, CEOH, CEOF, CEOI, CEP, CEAN, 51 FW/SE, 51 MDG/SGPB, and all other interested tenant units. AF Form 332s are then tracked to the proper responsible CE agencies for action or placed on WPS hold until prioritized by the base work prioritization system. The customers are notified of the action taken by the CSU. Requests which require more than 120 days to accomplish will require 51 CES/CC approval.

2.3. Work Priority System (WPS). CE Operations Support is responsible for establishing and maintaining the 51 FW work order prioritization list. The list will contain the top 51 work order priorities to be executed as funding is available.

2.3.1. Work orders will be prioritized by owning groups as outlined below, and groups are responsible for maintaining a minimum of 25 prioritized work orders to ensure the prioritized list remains populated. Groups will assign a work order monitor for the WPS. This monitor will be O-3 and above, or E-7 and above, and will validate and prioritize all projects in the group. Each group's projects will be consolidated and prioritized based on the weighted work order totals to produce the top 51 wing priorities.

2.3.2. Work Prioritization Groups:

7 AF	51 FW	51 MXG	51 OG	51 MSG	51 MG	Tenant Units
5 Work Orders	5 Work Orders	10 Work Orders	10 Work Orders	12 Work Orders	3 Work Orders	6 Work Orders

NOTE: It is not necessary for groups to prioritize unit funded work requests that are executed via contract.

2.4. Work requests that have been assigned a Risk Assessment Code (RAC) 1, 2, 3 or Fire Safety Deficiency Code (FSD) 1 or 2 will be worked into the work order system for accomplishment. All RAC 4 or 5 and FSD 3 or higher is routine work and must be prioritized by the responsible group.

3. New Construction: New construction is defined as modifying, adding to, or otherwise altering the existing facility. Example: installing new walls, relocating real property installed equipment, cutting doorways, installing additional lighting, etc. When new construction is required in a facility, an AF Form 332 must be submitted. When requesting construction, alterations and improvements, self-help work and work required to repair damage where pecuniary liability may be involved, it is very important to provide an explicit description of the work to be accomplished and a valid justification for the requirement. The justification must be clear, concise, and factual. Reference to a regulation or IG write-up does not constitute justification by itself. Include a statement to indicate what the effect would be if the work were not accomplished. Occupants or users of the building may prepare work requests and forward them to the FM for coordination. Once the AF Form 332 is completely filled out, the unit Commander must sign and date the form. FMs will be responsible for obtaining required coordination prior to submittal to PCC. This coordination is critical to ensure compliance with prescribed building, safety, and environmental policies, regulations, and criteria. The main agencies for coordination are Fire Department, Base Safety, Natural Resources Management (previously CES Environmental), and Bio-environmental. The AF Form 332 will be reviewed by CE for completeness and if satisfactory, will be assigned a work request number, and submitted to the WRRB for approval. One copy of the work request number will be returned to the FM. When the work request is approved or disapproved, second copy of the AF Form 332 will be returned to the FM with the approval or disapproval signature. If approved, the work request number will become the work order number (WO#). If disapproved, there will be an attached letter stating why the request was disapproved.

4. CE Procedures:

4.1. General. This section provides general information on how work requests are classified, processed, and accomplished by CE.

4.2. Work Classification Definitions:

4.2.1. Maintenance. Work to preserve the existing structure or system.

4.2.2. Repair. Work to replace or restore a failed or failing facility or system component.

4.2.3. Construction. Work to erect, add, alter, or modify.

4.3. Direct Scheduled Work Orders (DSW). This is normally work accomplished by one shop. Materials are typically on hand or locally available and there is little or no planning required.

4.4. Work Order. Work involving planning, a variety of trades, many materials, and a potentially high cost. This type of work will be prioritized and executed in accordance with the Work Prioritization System.

4.5. Recurring Work: For in-house work, each shop foreman has a list of work that requires accomplishment on a recurring basis. Examples are maintenance of heating and air conditioning systems.

4.6. Contracts. Work beyond the scope and/or capability of the in-house work force. This may include maintenance, repair or construction work.

5. Self-Help Center and Self-Help Program:

5.1. The Self-Help Center is set up to allow and encourage designated personnel to do minor maintenance and repair work on facilities.

5.2. FMs, commanders, & first sergeants are authorized to voluntarily do minor maintenance and repair work on their facilities. They are also responsible for making sure materials obtained from the store are used in the facility for which they are obtained. The use of these materials for other purposes is misuse and may result in disciplinary action.

5.3. The nature of self-help work is painting, replacement of hinges, replacement of floor tiles, hasps, shower heads, door stops and other like items that do not require the skills of crafts personnel. **All electrical and plumbing work, except replacement of shower heads, stoppers and like items, must be accomplished by authorized CE personnel.**

5.4. Construction materials may be obtained from the store to do small minor construction projects or minor alteration work to facilities. Work of this type and requests for large amounts of materials must be submitted on an AF Form 332. After approval, materials that are not on-hand in the Self-Help Center will be ordered. All materials procured from the Self-Help store must be used only by U.S. government employees.

5.5. Store Location: Building 657. Duty phone: 784-8498/5793.

5.6. Procedures:

5.6.1. FMs will show their identification card and tell the store attendant which facility the materials will be used to accomplish the project.

5.6.2. FMs will sign for all materials received from the store.

NOTE: When ordering equipment through base supply that will be connected to any utility (i.e., electrical, plumbing, steam etc.), the AF Form 332 must indicate the need for utility support/evaluation. Plungers for unplugging toilets, sinks, drains etc. will be provided by Self-Help Center Manager. All FMs will have at least one plunger per facility.

6. Self-Help Work:

6.1. Self-Help was established as a means for organizations to accomplish minor improvements within a facility which would either be unfunded or deferred within the work order priority system due to level of work or limited funding/man-hours by CE. The requester has the option to quickly accomplish work through self-help work. Requests for self-help work are closely reviewed by 51 CES personnel to ensure the requester has the technical ability to complete the work. The FM is responsible for all work done on real property including self-help. More complex work gets detailed reviews before approval to prevent accidents and to determine requester's capability to do the work.

6.2. Self-Help Procedures:

- 6.2.1. Requests to do self-help work are submitted to Self-Help Center on AF Form 332.
- 6.2.2. In-house support from the Operations Flight may be authorized, e.g., support of electrical work.
- 6.2.3. Self-Help materials must meet Air Force standards.
- 6.2.4. Self-Help work will not begin until the requester receives an approved AF Form 332 f.
- 6.2.5. After Self-Help work begins, the work will be inspected by a Self-Help inspector to ensure it meets the scope of the approved project and CE work standards. If oil-based paint or other hazardous materials are used, the excess hazardous materials must be returned to Self-Help or disposed as hazardous waste at the HazWaste Shop (784-6508) in Building 833.
- 6.2.6. Self-Help work plans (rough sketch) will be brought to 51 CES/CEAN, Natural Resources Office (Environmental, Bldg 600) so that a check of records can be made for asbestos-containing material (ACM) before any work begins. Personnel must return to the Environmental Office for additional review after the work has started if any change is made to the work plan. Note: ACM can only be removed or disturbed by trained/qualified persons, usually specialty contractors.

7. Service Contracts Section:

7.1. The Service Contracts Section is responsible for overseeing service contracts around the base. These include refuse collection, custodial services, grounds maintenance, hood and duct cleaning, oil/water separator servicing, and appliance maintenance. The FM is in the best position to help monitor service contract support in their building. They should ensure building occupants report to them, prior to going directly to CE or base contracting with complaints. FMs must contact a Service Contracts representative to review any service contracts performed in his/her facility. FMs also need to be aware of proper documentation for contractor deficiencies. Questions regarding base service contracts should be directed to CE Service Contracts section at 784-6644.

7.2. The FM is responsible to the unit commander for cleanliness and appearance of a building.

7.3. Janitorial services are provided where authorized. CE relies on FMs to help ensure contract requirements are met and the Air Force is getting its money worth in janitorial services performed in each facility.

7.4. FMs must inspect their assigned buildings daily or as frequently as services are provided. Each FM should become familiar with AFI 63-124, *Performance-Based Services Acquisition (PDSA)*. FM's should understand the floor plan, schedule of services, and specifications in the FM folder. If a schedule of services or specifications is not available, contact CE Service Contracts for a copy.

7.5. The Service Contracts section must ensure that items under the contract are being accomplished in a satisfactory manner. CE Quality Assurance Evaluators (QAE) inspects the contractor's performance on random and 100% inspections. It is important for these individual to make accurate and concise inspection. The FM's support is critical in that they are the eyes and ears to these contracts. Discrepancies should be passed on to our QAEs as soon as possible to correct any unsatisfactory work performance. It is the responsibilities of CE QAEs, FMs, and contractors to work together and get the service the government is paying for.

7.6. FMs and occupants will not instruct any janitorial employee(s) to accomplish any work. If the employee does not perform the services as scheduled or as the specifications require, the FM will immediately notify CE Service Contracts Section. The inspector from this section is the only individual authorized to direct/discuss contract requirements with the contractor. Any individual directing the contractor's employees to perform any services will be responsible to reimburse the government for potential expenses claimed.

8. Cleaning Guidelines:

8.1. Newly-installed vinyl composite tile flooring should not be cleaned or waxed for seven days after installation.

8.2. A damp mop should be used to clean tile or linoleum flooring; excessive water, is not good for the floor.

8.3. Cleaning compounds containing fats, oils, alkalis, gasoline, turpentine, or solvents, ruin floor coverings and should not be used.

8.4. A mechanical buffer may be needed to clean floors where re-waxing is not necessary. Always sweep and damp mop before buffing. Buffing without cleaning causes dirt to be ground into the flooring that destroys the surface.

8.5. Use adequate protective devices to prevent marking, dents, or other damage to flooring.

8.6. Walls may be washed with an all purpose detergent using a large sponge or soft cloth.

8.7. Blinds may be washed with an all purpose detergent using a damp sponge.

9. Energy Conservation:

9.1. FMs are responsible for monitoring energy conservation efforts. This does not require a great understanding of energy technology or special training. Simply follow a few common sense steps to ensure the facility is within energy regulations and saving as much energy as possible.

9.2. Know the Energy Publications. AFPD 90-17, *Energy Management*, Engineering Technical Letter (ETL) 98-4, *Building Manager Energy Conservation Handbook*, and AFI 32-1064, *Electric Safe Practices*, are the main guidelines in energy conservation. Refer to Attachment 6 for a FMs Energy Checklist.

9.3. Keep the facility within the proper temperature settings. ETL 98-4 gives the temperatures that are allowed by the Air Force for different facilities. Certifiable medical and equipment requirements may warrant otherwise, but only certifiable requirements.

Facility Classification	Minimum Air Conditioning	Maximum Heating
Offices, classrooms, laboratories, showers, recreational facilities, dining facilities, chapels	78° F	68° F
<i>BOQs, VOQs, VAQs, and dormitories</i>	76° F	68° F
Shops, hangars, warehouses, and other facilities where employees work is physically active	No A/C	55° F
Supply buildings and mechanical rooms – heat required to protect material and installed equipment from freezing. No heat will be permitted where stocking and withdrawal is the only operation. Heat equipment spaces as specified in manufacturer's warranty, service manual, or equipment service contract.	No A/C	40° F

9.4. Turn off lights that are not needed or being used. Encourage others to do the same. Ensure that all lights are off during non-duty hours.

9.5. Be Smart: Look for energy waste. Check around entryways and windows for cracks that allow air infiltration into the facility. If individuals have energy saving ideas, call the Customer Service Unit.

9.6. Most Important: Keep people in the facility "energy aware."

10. Space Utilization and Control:

10.1. FMs must monitor the assigned building to ensure that utilization of assigned space does not change without proper approval; meaning, do not allow units to drift into currently vacant areas unless prior coordination and approval is granted from the Facility Board.

10.2. The Facility Board (FB) is the channel through which additional building space is assigned or currently assigned space is approved for a change in use. The following conditions must be met prior to approval:

10.2.1. Maximum use made of each facility.

10.2.2. The request must be consistent with space requirements in AFI 32-1084, *Facility Requirements*.

10.3. All requests will be submitted on a properly routed AF Form 332. They will be routed to the Asset Management Flight, 51 CES/CEA, after review of the WRRB. Asset Management will present the request to the Facilities Board Working Group (FBWG). The FBWG will recommend approval/disapproval to the FB. A representative from the requesting organization must attend the FBWG to support the request.

10.4. Procedures for requesting changes in building use such as administrative, storage, shop, hangar, or operations space is the same procedure as requesting additional space.

10.4.1. The FB will make the final determination on use of space and any changes in the use of existing space. To maintain control and accountability, no one may alter the use of building space or relocate functions within existing space without FB approval. This is essential to ensure records properly reflect correct usage of existing space and to support future construction.

10.4.2. If facilities have excess space, notify 51 CES/CEAO. FMs must put forth a concerted effort to allocate our present space effectively and accommodate all of the mission requirements. We cannot afford the luxury of organizations under-utilizing space while others are crowded.

11. Building Security and Fire Prevention: Building security and fire prevention are the FM's responsibility. FMs will establish standard procedures and routine checks to ensure their building is secure from illegal entry and the facility is kept in a fire-safe condition at all times. Combine security checks with fire safety and closing inspection procedures. Attachment 7 contains a fire protection checklist and 51 FWI 32-2001, *Fire Prevention and Protection*, provides additional details and responsibilities. Post rules for use of the building or facility. Be sure to describe security measures and facility admittance after-duty hours. Identify any unprotected equipment, and move it to a secured area to prevent theft or vandalism. The use of lighting and fencing can help protect equipment that must be left outdoors or otherwise unprotected. Look for items that might assist a person in gaining entry to the facility. Ladders are an open invitation to look for air vents or other entry points on the roof. Unsecured window air conditioners that can be pulled or pushed through a window should be firmly secured. Items left lying around which can be used to break a window or force open a door should be removed. Security Forces Law Enforcement Patrols conduct regular security checks on base facilities. If a facility is found to be not properly secured, the FM will be required to report to that facility immediately to correct the situation. Impress all personnel with the importance of building security and fire prevention.

12. Real Property Installed Equipment and Real Property Similar Equipment:

12.1. Real Property Installed Equipment (RPIE) are items of government-owned or leased accessory equipment, apparatus and fixtures that is essential to the function of the facility. Excluded is organizational or collateral equipment reflected in the equipment authorization inventory data (EAID). Items that are on a Table of Allowance are not RPIE, but EAID through Base Supply. Also excluded are other technical, medical, commissary, aircraft installed, fixed laundry and dry cleaning, MARS, cryptographic, automatic data processing, rental equipment, research and development and communications equipment. CE is responsible for the sustainment of RPIE. Organizational equipment, even when installed (bolted or fixed to the structure, with or without utilities connected) is not RPIE. AFI 32-

9005, Attachment 2, provides additional guidance on and a more complete list of examples of RPIE and non-RPIE.

12.2. Real Property Similar Equipment (RPSE) is non-RPIE structures and equipment deployed or permanently assigned to an installation as facility substitutes that support a MAJCOM mission. RPSE is not considered real property, as accountability will be strictly in the control of the user. Examples include (but are not limited to) hush houses, Survivable Collective Protective Systems (SCPS-2 and SCPS-M), uninterruptible power supplies (UPS), KMU-450 Chemical Protective Systems, Tactical Shelter Systems, and Chemically Hardened Air Transportable Hospitals. Civil Engineer support for RPSE should be provided according to a memorandum of understanding with the owning organization, reimbursable, and subject to man-hour availability. Recurring requirements should be addressed and negotiated for contractual support.

13. Facility Manager's Records.

13.1. FM records are the chronological history of the facility. A review of a FM's records file provides trends in maintenance and repair requirements. It can identify potential problem areas so CE can correct them before they become major problems. These records also indicate when it is time to start thinking new construction rather than maintenance and repair.

13.2. FMs must maintain a record file using a six-compartment file folder or a standard three-ring binder. Set up the file in this order:

- 13.2.1. FM guide.
- 13.2.2. FM register.
- 13.2.3. Work request register.
- 13.2.4. Key control register.
- 13.2.5. Miscellaneous records.

13.3. The miscellaneous records section of the file is not an official record. It simply provides a place to keep various papers concerning the facility and the work being done on it. These are temporary records and can be discarded when no longer needed. If there are any questions on setting up or maintaining FM records, contact the Production Control Center for assistance.

14. Terms Explained:

14.1. Primary Facility Manager. Person having the primary responsibility for specified real property. This person is concerned with the care, custody, and protection of the assigned real property. He or she serves as the point of contact for their organization or staff agency for facility services required from CE.

14.2. Alternate FM. The person assigned to assume full responsibilities in the absence of the Primary FM.

14.3. Production Control Center (PCC). The office in CE responsible for managing the FM program. The PCC contains the Customer Service Unit and the Service Call function during duty hours. The PCC also manages all in-house work orders.

14.4. Customer Service Unit (CSU). The CSU helps FMs that require work or need the status of requested work. The single point of contact between the FMs and CE.

14.5. Facility Board (FB). A board made up of the Wing Commander, Group Commanders, Base Civil Engineer, and the chief of each major staff function. It provides corporate review and judgment on real property buildings.

14.6. New Construction. Putting something there that is not currently there (i.e., a new door, wall, or outlet).

14.7. Real Property. Includes lands and interests therein, buildings, structures, improvement and appurtenances thereto, warehouses, rights-of-way, easements, and permanently attached improvements. It does not include machinery, equipment, or tools not affixed to any such lands or buildings or removed from them.

14.8. Self-Help Work. Work falling under a CE responsibility but done by the requesting or using organization with donated labor or materials.

14.9. Service Call. A 24-hour-a-day, 7-day-a-week service designed to receive, authorize, and respond to EMERGENCY work only. Key telephone numbers are provided at attachment 8.

15. Prescribed and Adopted Forms:

15.1. Prescribed Forms:

No forms prescribed

15.2. Adopted Forms:

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1219, *BCE Multi-Craft Job Order*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 3136, *General Purpose*

DD Form 1131, *Cash Collection Voucher*

PATRICK C. MALACKOWSKI, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 90-17, *Energy Management*, 16 July 2009
AFPD 32-10, *Installations and Facilities*, 4 March 2010
AFI 23-204, *Organizational Fuel Tanks*, 24 June 2009
AFI 32-1001, *Operations Management*, 1 September 2005
AFI 32-1024, *Standard Facility Requirements*, 31 May 1994
AFI 32-1064, *Electric Safe Practices*, 25 May 2006
AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008
AFI 32-9005, *Real Property Accountability and Reporting*, 14 August 2008
AFI 63-124, *Performance-Based Services Acquisition (PBSA)*, 1 August 2005
ETL 98-4, *Building Manager Energy Conservation Handbook*, 16 January 1998

Abbreviations and Acronyms

ACM—Asbestos Containing Material
AAFES—Army Air Force Exchange Service
BCE—Base Civil Engineer
CE—Civil Engineering
CFL—Compact Fluorescent Lamp
ECU—Environmental Control Unit
CHATH—Chemically Hardened Air Transportable Hospital
CPS—Collective Protection Systems
CSU—Customer Service Unit
DSW—Direct Scheduled Work Order
ECO—Energy Conservation Officer
FB—Facilities Board
FBWG—Facilities Board Working Group
FD—Fire Deficiency
FM—Facility Manager
FSD—Fire Safety Deficiency
GSA—General Service Administration
HVAC—Heating, Ventilation, and Air Conditioning

OI—Operating Instructions
OWS—Oil/Water Separator
PCC—Production Control Center
QAE—Quality Assurance Evaluators
RAC—Risk Assessment Code
RPIE—Real Property Installed Equipment
RPO—Real Property Officer
RPSE—Real Property Similar Equipment
SCPS—Survivable Collective Protection Systems
TBTC—Transportable Blood Transshipment Center
TCPS—Transportable Collective Protection Systems
TSS—Tactical Shelter Systems
UPS—Uninterruptible Power Supply
WO—Work Order
WPS—Work Priority System
WRRB—Work Request Review Board

Attachment 2

SAMPLE OF FACILITY MANAGER ASSIGNMENT LETTER

(Date)

MEMORANDUM FOR 51 CES/CEOSC

FROM: (Requesting Organization/Office Symbol)

SUBJECT: Appointment of Facility Manager

The following personnel are appointed the positions of primary and alternate Facility Managers for Buildings:

Primary: (Name, last, first, MI, Rank, Duty Phone, Home Phone, DEROS)

Alternate: (Name, last, first, MI., Rank, Duty Phone, Home Phone, DEROS)

[Signature of Organization Commander]

Attachment 3

MAINTENANCE CHECKLIST

A3.1. As required:

A3.1.1. Police grounds within 50 ft of facility.

A3.1.2. Remove ice and snow from stairs and walkways within 50 ft of the facility. It is the responsibility of the FM to obtain all snow removal equipment.

A3.2. Weekly:

A3.2.1. Tighten or replace screws, and oil the mechanism on door hardware and panic bar latches.

A3.2.2. Fasten loose tread nosing and tighten handrails on stairs. Keep stairs clear of unnecessary objects which may cause accidents.

A3.2.3. Inspect light fixtures for proper bulb size and replace with proper size if necessary.

A3.2.4. Ensure fuel tank custodian is monitoring tanks as required.

A3.2.5. Inspect trash enclosure for cleanliness and serviceability. If trash enclosure is shared with other facilities, a rotational inspection schedule should be mutually agreed upon. Report all problems with trash collection to CE Operations Support.

A3.3. Monthly:

A3.3.1. Check windows for damage or loose glass. Check screens for damage.

A3.3.2. Inspect for loose and damaged door and window casings.

A3.3.3. Renail loose baseboards or moldings.

A3.3.4. Drive loose nails and tighten screws on doors and windows as required.

A3.3.5. Inspect walls and ceilings for loose or broken plaster or gypsum.

A3.3.6. Inspect tile floors for loose tiles.

A3.3.7. Tighten loose cabinet fastenings, replace missing hardware, oil hinges and lock mechanisms.

A3.3.8. Inspect sidewalks for cracks and sunken walkways. Remove weeds from in and around sidewalks within 50 ft of the facility.

A3.4. AF Form 1219 for FMs:

A3.4.1. Routine Maintenance repair work can be annotated on the AF Form 1219. This form is used to record minor routine repairs that do not need to be called in to service call. The repair work listed under this form will be performed by CE on a regular scheduled basis. Dorm Managers will be provided with a building schedule to plan ahead of the visit.

A3.4.2. Reminder, if there is a job that needs immediate attention please call it in. The AF Form 1219 is only for routine work that is not classified as an emergency or urgent.

Attachment 4

REAL PROPERTY CHECKLIST

A4.1. Are the following items in good repair and operating condition

- A4.1.1. Doors.
- A4.1.2. Windows.
- A4.1.3. Glass.
- A4.1.4. Lights.
- A4.1.5. Plumbing equipment.
- A4.1.6. Heating equipment.
- A4.1.7. Ventilating equipment.
- A4.1.8. Air conditioning equipment.

A4.2. Are the following items free from unauthorized work?

- A4.2.1. Electrical equipment.
- A4.2.2. Heating equipment.
- A4.2.3. Ventilating equipment.

A4.3. Is self-help work approved by CE?

A4.4. Is janitorial service work satisfactory?

A4.5. Are all doors and windows secured in the daily closing procedures?

A4.6. Is policing of grounds done daily?

A4.7. Are motor vehicles parked off grassed or seeded areas?

A4.8. Are plants and shrubs being given proper care, i. e. properly trimmed, watered, and free of garbage and debris? Is watering of lawns done only in seeded or sodded areas? (No watering is authorized in other areas.)

A4.9. Is hand watering done only with a spring-activated nozzle?

Attachment 5

**TANK AND SECONDARY CONTAINMENT INSPECTION CHECKLIST
(FROM AFI 23-204 AND 51 LRS'S TANK CUSTODIAN TRAINING SLIDES)**

Tank ID No. _____	Month/Year _____
Week 1 Inspected by _____	Inspection date _____
Week 2 Inspected by _____	Inspection date _____
Week 3 Inspected by _____	Inspection date _____
Week 4 Inspected by _____	Inspection date _____

Week

- 1 2 3 4 Storage Tank Inspection (use a check mark or N/A for each item)
- _____ Ensure fill ports are closed and effectively locked so that no fuel delivery can be made
 - _____ Check tanks and piping for leaks at seams, rivets, gaskets, nozzle, etc.
 - _____ Ensure tank has signage with tank number, capacity, FM's name/phone/DEROS
 - _____ Ensure proper "No Smoking Within 50 Feet" signs are posted in English and Korean
 - _____ Ensure tanks are grounded and painted
 - _____ Ensure the visual tank level gauge/sensor is functioning properly
 - _____ Ensure overfill alarms are properly functioning on underground storage tanks
 - _____ Keep inspection sheets in the Facility Manager's continuity binder
 - _____ Keep AF Form 332 Work Order Requests in the Facility Manager's continuity binder

Call CE Customer Service (784-6226) to place a work order request to correct discrepancies

Week

- 1 2 3 4 Secondary Containment Inspection (use a check mark or N/A for each item)
- _____ Ensure secondary containment drain valve is in a closed position and locked
 - _____ Check secondary containment for deterioration, corrosion & cracks (weeds growing)
 - _____ Ensure secondary containment area is clean and free of water
 - _____ Check for evidence of spills or leaks in or around the secondary containment
 - _____ Check water contained in secondary containment for an oily sheen. If no oil sheen, drain water out on the ground; if oil sheen, place absorbent pads.

Call CE Customer Service (784-6226) to place a work order to repair secondary containment or to remove water in a secondary containment area that contains oil product. Dispose absorbent pads as HAZWASTE.

WEEK

- 1 2 3 4 Fuel deliveries (use a check mark or N/A for each item)
- _____ Call the Fuels Service Center (784-5631) to request fuel delivery when fuel is needed. If no tank gauge is available, use a calibrated "stick" to determine fuel level in tank.
 - _____ Unlock the tank fill-port and observe fuel deliveries (51 LRS schedules deliveries)
 - _____ Ensure an escort is present for each POL delivery by private contractor
 - _____ Ensure tank is only filled to the 90% line
 - _____ Ensure the amount of fuel received is the amount reported by the fuel contractor (FM should know the approximate volume of fuel needed to fill the tank to the fill line)

Attachment 6**FACILITY MANAGER'S ENERGY CHECKLIST**

A6.1. This is a guideline to use in assessing and improving the energy efficiency of facilities.

A6.1.1. Lighting: Remove all unnecessary lights in halls, utility rooms and outside. Replace 150 watt flood light with the new 75 watt ER type will save \$15.00 per year. Replacing old fluorescent bulbs with newer high efficiency bulbs can save money with no loss in lighting.

Note, all fluorescent lamps must be turned in to Bldg 833 for disposal after change-out (see section 1.5.2.1.1). Ballasts NOT labeled as "No PCB" may contain polychlorinated biphenyls (PCBs) and must also be turned in to Bldg 833 for disposal. Ballasts labeled as "No PCB" should be turned in to Bldg 833 as scrap metal.

A6.1.2. Set up a regular maintenance schedule for time clocks that control lights and heating/air conditioning equipment. Be sure that these clocks are reset after each power outage.

A6.1.3. Occasionally, walk through the facility at night. Look for lights left on and things that "sound" like they might be using energy needlessly (hissing, humming and fans). If something is found that needs repair, call CE Customer Service.

A6.1.4. Where outside lighting is necessary, be sure that photoelectric cells are used to turn them on and off automatically. Inspect regularly to ensure that no outside lights are left on during the day.

A6.1.5. Keep lighting fixtures clean.

A6.1.6. If fluorescent lights need to be permanently removed, call CE to have an electrician disconnect the ballast. Ballasts still consume power even if light bulbs are not plugged in.

A6.1.7. Replace outside lights with lights of lower wattage where practical.

A6.1.8. If the facility has incandescent lighting, consider converting to fluorescent. Fluorescent lighting uses less than 1/2 the energy of conventional bulbs. Refer to paragraph 1.5.2.2.2, regarding bulbs

A6.2. Hot Water: Be sure the hot water in the facility is not too hot. ETL 98-4 requires that hot water not exceed a temperature of 110 degrees F in most facilities. Energy will be saved in reduced heat losses in the distribution system and in a reduction of the cold water used to cool the hot water. For the specific temperature setting consult ETL 98-4, or ask the Energy Manager (EM), 51 CES/CEAO.

A6.2.1. If Controls for the hot water system are not working properly, have them checked.

A6.2.2. Check hot water pipes to be ensure that insulated. If not, report them to CE.

A6.2.3. Have water leaks repaired. A leak that can fill a coffee cup in ten minutes wastes over 3,200 gallons of water a year.

A6.3. Heating, Ventilation, and Air Conditioning (HVAC): There are many factors that, if ignored, will reduce the efficiency of an HVAC system. Among these are dirty coils and filters, infiltration, improper thermostat settings, unoccupied operation of HVAC system, and improper

balancing. Balancing of the HVAC system is disrupted mainly by two causes. First, the unauthorized adjustment of the balancing damper louvers at the air supply diffuser. Second, open windows. Both can cause additional heating or cooling to the rest of the building that shares the same HVAC system.

A6.3.1. Close all windows. If the isolated temperature in any room is unusually high or low, contact the CE Customer Service Unit.

A6.3.2. Never run exhaust fans when buildings are unoccupied.

A6.3.3. Keep surfaces of radiators, convectors, baseboards, and finned tube heaters clean for efficient operation.

A6.3.4. Clean filters and coils in window units.

A6.3.5. Remove obstructions that restrict free flow of air through heating and air conditioning vents and returns.

A6.3.6. If the building HVAC system is not properly balanced or adjusted, or it requires repair, contact the CE Customer Service Unit.

A6.3.7. If a room is no longer being used, have CE close off the air ducts and balance the system.

A6.3.8. Inspect thermostats at least twice a week. If thermostats are within reach of the occupants they will be tampered with. Post temperature settings near the thermostats. If there is a continuing problem maintaining thermostat settings, have a locking cover installed over the thermostat to prevent tampering.

A6.4. Self-Help: CE may find it difficult to do all energy retrofits in a timely manner. This is where the FM can obtain commander support to do some of the work in-house using the Self-Help program. Of course FMs can't do all the work themselves, but they can do a large part of it by repairing and replacing weather stripping, leaky faucets, setting thermostats, and adjusting hot water temperatures. If FMs need assistance to identify areas that need attention with respect to energy, call on the EM. The EM will be more than happy to assist in any way possible to conserve energy.

Attachment 7**FIRE PROTECTION CHECKLIST**

A7.1. FACILITY MANAGERS are responsible to their unit commanders for the fire-safe condition of each facility under their jurisdiction.

A7.2. The FM, or a responsible person appointed by the FM, will accompany the Fire Inspector during scheduled fire prevention inspections and initiate immediate corrective action of fire deficiencies noted during inspection.

A7.3. If fire hazard discrepancies noted by the fire inspector require the services of CE craftsmen, initiate an AF Form 332 immediately. All AF Form 332's must be coordinated with the Fire Prevention Office to include Self-Help requests.

A7.4. FMs will be expected to have a thorough working knowledge of their duties and responsibilities for maintaining a fire-safe facility. These duties and responsibilities are outlined in AFI 32-2001, *Fire Emergency Services Program*.

A7.5. REMEMBER the FM's five "PRIME" duties:

- "P" Promote fire safety.
- "R" Report all fires.
- "I" Inspect for fire hazards.
- "M" Monitor to ensure people are practicing fire safety.
- "E" Examine their knowledge of fire safety procedures.

A7.6. If a fire occurs, remember "SPEED":

- "S" Sound the alarm bell, siren, voice.
- "P" Phone call to 911.
- "E" Evacuate the area and facility.
- "E" Extinguish, if can be done safely.
- "D" Direct the firemen where the fire is.

A7.7. Anytime FMs have questions concerning fire prevention, call Fire Prevention Section, Fire Protection Flight, DSN 784-4835.

A7.8. Fire Prevention: Post a copy of this pamphlet in a conspicuous place inside the building. FM responsibilities include but are not limited to the following:

A7.8.1. Fire prevention inspections. The AF Form 1487, *Fire Prevention Visit Report*, will be used to document all fire hazards/deficiencies noted during fire prevention inspections. If all fire hazards/deficiencies cannot be corrected and the Fire Prevention Visit Report cannot be returned within the suspense date indicated, please notify the Fire Emergency Services, Fire Prevention Section for assistance or guidance.

A7.8.2. Fire Safety Deficiency (FSD):

A7.8.2.1. Regrettably, some facilities were designed and constructed without full regard to required fire safety features. When these deficiencies are finally discovered they must be programmed for correction. In particular existing facilities which were constructed years ago and not provided with fire suppression or detection systems cause are serious concern throughout the Air Force.

A7.8.2.2. AF Form 1487 is used to identify FSDs. Specifically, FSDs are identified on AF Form 1487 by a fire inspector who fully describes the FSD and the specific action required for correction. If an AF Form 332 is required to correct a fire safety deficiency for code 1 or 2 FSDs, the fire prevention office will accomplish the AF Form 332 to ensure the deficiency and corrective action(s) are adequately described and justified. It is signed by the responsible FM or commander and submitted to CE for programming. The FM will be provided with a copy of the AF Form 1487 and AF Form 332, if generated, for his/her records.

A7.8.2.3. FSD I: A severe deficiency that would result in a catastrophic loss of mission capability, facility or contents, or high loss of life.

A7.8.2.4. FSD II: A serious deficiency that would have a significant impact on mission capability, facility or contents, or a significant probability of loss of life.

A7.8.2.5. FSD III: A deficiency they may constitute a risk to life or property.

A7.8.2.6. FSD IV: A deficiency that may contribute to only minor damage or slight risk to personnel.

A7.8.2.7. FSD V: A deficiency that has little impact on personnel, facilities, or contents.

A7.8.3. Operating Instructions (OI): Develop an appropriate OI to be followed by all personnel in case of fire. These OIs will be coordinated through the unit commanders and the fire prevention office, and can be used to examine the knowledge of your personnel in regards to fire reporting procedures.

A7.8.4. Fire evacuation plans: Develop and post fire evacuation plans for buildings where the means of egress is not visible.

A7.8.5. Fire extinguishers:

A7.8.5.1. FMs are responsible to ensure fire extinguishers are sealed, kept in serviceable condition, and in readily accessible or marked locations at all times. FMs will ensure extinguishers are inspected monthly. These inspections will be annotated through the use of tags. FMs must ensure this equipment is not moved, for any purpose other than firefighting, and all personnel under their jurisdiction are familiar with the location and proper use. A minimum clearance of 18 inches will be maintained on each side of all portable fire extinguishers.

A7.8.5.2. When fire extinguishers have been used, accidentally discharged, have broken seals, require testing, or become out-of-service for any reason, it is the using organization responsibility to exchange the fire extinguisher for a serviceable fire extinguisher.

A7.8.5.3. Fire extinguishers will not be used for any purpose other than fighting fires. They must be protected from damage, securely placed in an accessible area, and kept in good operating condition at all times.

A7.8.5.4. Unit commanders having jurisdiction over buildings and areas, to including aircraft maintenance and parking areas, and will assume responsibility for fire extinguishers located in their respective areas. Establish procedures to hold persons liable for damage to extinguishers due to negligence or willful acts.

A7.8.6. Enforce safe smoking habits and ensure smoking is permitted only in designated smoking areas. Make sure that smoking receptacles are provided and used in areas where smoking is permitted.

A7.9. Check fire extinguishers, fire doors, panic hardware, exit and emergency lights, and so forth, to make sure they are all in proper working condition.

A7.9.1. Dry Chemical extinguishers:

A7.9.1.1. Check for accessibility.

A7.9.1.2. Check for physical damage, corrosion, and cleanliness.

A7.9.1.3. Check the nozzle for obstructions.

A7.9.1.4. Check the gauge for proper operating pressure.

A7.9.1.5. Check the safety pin for proper installation and ensure it is sealed.

A7.9.2. 150 lb. halon flightline extinguishers:

A7.9.2.1. Check for accessibility and positioning.

A7.9.2.2. Check for physical damage, corrosion, and cleanliness.

A7.9.2.3. Check the nozzle for obstructions and operation.

A7.9.2.4. Check the gauge for proper operating pressure.

A7.9.3. When a fire alarm sounds, make sure all personnel leave the facility in a quick and orderly fashion.

A7.9.4. Enforce sound fire prevention practices, both in and outside of assigned buildings and areas.

A7.9.5. When a fire lane is blocked by a vehicle or other obstruction, call Security Forces at once.

A7.9.6. Make sure exits are not blocked in any way.

A7.9.7. Check for proper signs on doors (such as "DOOR BLOCKED").

A7.9.8. Check the building and area for safe housekeeping practices.

A7.9.9. Extension cords are for temporary uses only. It is recommended that "power strips" with circuit breakers be used instead of extension cords.

A7.9.10. Make sure vegetative growth around the building is policed and trimmed at all times.

A7.9.11. Check for improper use and storage of flammable liquids. All flammable liquids MUST be stored in approved flammable storage lockers.

A7.9.12. Check for improper storage of cleaning compounds.

A7.9.13. Check for improper use of heating appliances or electrical appliances.

A7.9.14. Dormitories: When inspecting dormitories, commanders and representatives of units will:

- A7.9.14.1. Check panic hardware on all exit doors for proper operation.
- A7.9.14.2. Ensure door closing devices are in place and operational. Stairwell and hallway doors will not be chocked or secured opened.
- A7.9.14.3. Make sure exits are not blocked in any way.
- A7.9.14.4. Check exit lights for proper operation.
- A7.9.14.5. Make visual inspections on fire extinguishers.
- A7.9.14.6. Make sure no combustible items are kept or stored under or behind stairways. All combustible items **MUST** be stored in an approved flammable storage lockers.
- A7.9.14.7. Check for missing and damaged fire protection devices. Contact the Fire Prevention Section at once when any discrepancies are noted concerning these devices.
- A7.9.14.8. Check for any evidence of frayed, deteriorated, spliced or tampered electrical wiring. If found, discontinue use and have them fixed at once to prevent an electrical fire.
- A7.9.14.9. Make sure no one is using fish nets or similar material for decorating ceilings. This is a serious fire hazard. A small spark from a cigarette lighter could cause the rapid spread of a fire. Additionally, netting suspended from a ceiling presents an entrapment hazard in the event of a fire.
- A7.9.14.10. Make sure a clearance of 18 inches is kept around each detector and sprinkler head at all times.
- A7.9.14.11. Ensure electrical wiring is not stapled, thumb-tacked, or nailed to the wall.
- A7.9.14.12. When using a coffee maker, make sure it is on a noncombustible surface and has adequate air clearance. Coffee makers will be disconnected after use.
- A7.9.14.13. Ensure no one keeps more than one pint of flammable liquid (lighter fluid, starter fluid for model airplanes, etc.) in their room. Also, make sure users keep flammable liquid containers away from all heat sources and observe safety precautions at all times.
- A7.9.14.14. Ensure no smoking material is discarded in waste receptacles.
- A7.9.14.15. Ensure waste receptacles are of a noncombustible type and are not overfilled.

Attachment 8

KEY TELEPHONE NUMBERS

FIRE, SECURITY FORCES DESK, AMBULANCE SERVICE	911
HOSPITAL EMERGENCY ROOM	784-2500
WING SAFETY	784-1842
CABLE TV, TELEPHONE REPAIR	784-4117
FUELS MANAGEMENT	784-4062
FUELS CONTROL CENTER (DELIVERIES)	784-5631
CIVIL ENGINEER KEY TELEPHONE NUMBERS:	
OPERATIONS FLIGHT COMMANDER	784-4145
CSU, PCC	784-4304/784-5732
SERVICE CALL FUNCTION	784-5395/6226/5254
SELF-HELP STORE	784-8498
APPLIANCE REPAIR	784-4304/6226
REAL ESTATE MANAGEMENT	784-6955
PROGRAMS FLIGHT COMMANDER	784-6601
CONSTRUCTION MANAGEMENT	784-4458
NATURAL RESOURCES MANAGEMENT	784-4272
FIRE PROTECTION	784-4710
FIRE DEPART, FIRE EXTINGUISHER MAINT SHOP	784-4862
HOUSING ASSISTANCE	784-5317
FURNISHINGS MANAGEMENT OFFICE	784-5181
CE OPERATIONS SUPPORT (SERVICE CONTRACTS)	784-6644