

**BY ORDER OF THE COMMANDER
557TH WEATHER WING**

**557TH WEATHER WING
INSTRUCTION 32-100**



13 SEPTEMBER 2016

Civil Engineering

FACILITY MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Donald G. Shannon)

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This Instruction implements AFI 32-1024, Standard Facility Requirements; AFI 32-1032, Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects; AFMAN 32-1084, Facility Requirements; AFRPD 32-90, Real Property Asset Management; and AFI 90-1701, Energy Management. It establishes responsibilities and procedures for maintenance, sustainment, and modifications to 557 WW facilities on Offutt AFB. It applies to all military, civilian, and contractor personnel working in Building 185 assigned to the Wing Staff, 1 WXG, 2 WXG and tenant units. Maintain records created as a result of processes prescribed in this publication in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial products, commodity or services in this publication does not imply endorsement by Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate chain of command.

SUMMARY OF CHANGES

This instruction has been significantly rewritten and requires a full review. It incorporates AFWAHOI32-5, Environmental Program to consolidate facility information and reduce the number of wing publications.

1. Overview.

1.1. 557 WW Facility Management Office operates in accordance with Air Force (AF) and Department of Defense (DoD) directives and instructions. The 2d Systems Operations Squadron (2 SYOS) has operational and administrative oversight of the Facility Management Office.

1.2. Daily maintenance of the facility is a team effort led by the Facility Management Office, with active support from all building occupants.

2. Roles and Responsibilities.

2.1. The 2nd Weather Group Superintendent (2 WXG/CCC), working with the First Sergeant (2 WXG/CCF) and wing, group squadron and tenant organization representatives, will:

2.1.1. Oversee a “GI party” detail on the first Thursday of each month; interior/exterior beautification and cleanliness.

2.1.2. Assign team leaders to initiate, organize, coordinate, operate and execute the monthly “GI party” to include pre- and post-assessments/inspections of GI-party activities.

2.1.3. Initiate, organize, coordinate/publish, operate and execute snow removal/ice remediation details as needed (see attachment 2).

2.1.4. Lead an annual Building 185 snow removal tabletop exercise with building leadership; typically during the first week of October.

2.1.5. Detail one augmentee to the Facility Management Office for a period of one-month duty, every month, as needed.

2.2. The Commander, 2d Systems Operations Squadron (2 SYOS) or his/her designee will:

2.2.1. Operate a Facility Management Office as the focal point for building and real property issues.

2.2.2. Serve as liaison between 557 WW and the 55th Civil Engineering Squadron (55 CES) for real-property issues; the 55th Contracting Squadron (55CONS) for facility contractual issues; and, the 55th Aerospace Medicine Squadron Bioenvironmental Engineering Flight (55 AMDS/SGPB) for environmental and workplace health issues.

2.2.3. Manage the key inventory/program for Building 185.

2.2.4. Maintain and keep current Building 185 floor diagrams.

2.2.5. Maintain a Facility SharePoint page as a “One-Stop-Shop” for all Wing facility information:

<https://557.eim.acc.af.mil/Utilities/support/facilities/sitePages/Home.aspx>

2.2.6. Assist personnel with writing unfunded requirements for facility items.

2.2.7. Provide special equipment (e.g., gloves, boots, cleaning supplies, etc.) to personnel in support of monthly “GI party” and other details as needed.

2.2.8. Oversee 557 WW Environmental Management and Environmental Safety and Occupational Health (ESOH) programs.

- 2.2.8.1. The commander's designated Environmental Manager (EM) serves as the wing's POC for all environmental issues and will work to ensure compliance throughout the building. Refer to Attachments 4 and 5 for more information on paper and metal recycling, and proper disposal of hazardous materials and waste.
- 2.2.8.2. The Air Force ESOH program provides guidance to maintain safe and healthy workplaces, and minimize risk to mission while preserving resources, protecting the environment, and safeguarding Air Force personnel and the public; both on and off the installation. Refer to AFI 90-801 for more information.
- 2.3. The 2d Weather Squadron (2 WS) will serve as the snow/ice removal team outside of normal duty hours. This snow/ice removal will maintain a safe entry path for the 'Priority 1' areas (refer to Attachment 2 for further details).
- 2.4. The Global Mission Support Cell (GMSC) is the 24x7 Facility Emergency Maintenance call center.
- 2.5. Building Occupants will:
- 2.5.1. Perform custodial responsibilities as outlined in paragraph 3.1.
 - 2.5.2. Ensure the cleanliness and safety of their work and common areas. Offices need to be organized and free of clutter, dust and hazards.
 - 2.5.3. Enter facility change requests (for maintenance requests, floor box moves, construction, etc.) through the Facility Manager via the Facility SharePoint site.
 - 2.5.4. Use the recycling program to dispose of aluminum, plastic and paper waste. Contribute to environmental awareness and recycling programs, and reduce hazardous waste by raising recommendations and concerns to the 557 WW ESOH representative(s).

3. Building Rules.

- 3.1. IAW Offutt AFB Instruction 32-102, space heaters are not authorized without a waiver from the Commander (delegated to 2 WXG/CC).
- 3.2. Posting permanent signs, flyers and posters must be coordinated with the Facility Manager.
- 3.3. Microwaves, refrigerators and toasters are only permitted in the centralized break areas. Exceptions may be made by the 2 WXG/CC. Contact the Facility Manager for guidance.
- 3.4. All building occupants will follow AF guidance on energy conservation. Refer to AFI 90-1701, Energy Management, for further information.
- 3.5. Nails/screws may be used to mount items on office sheetrock walls; magnets are the only mounting device permitted on steel demountable walls.
- 3.6. Purchase of chairs, furniture, etc. must be coordinated through the Facility Manager to ensure compatibility with building interior design plans.
- 3.7. The disposition of chairs, furniture, etc. upgraded or deemed excess must be coordinated through the Facility Manager for repurposing before turning into DRMO.

- 3.8. Deliveries must be made to the dock area. Exceptions to this rule may be granted by the 2 WXG/CC upon request. (e.g., reoccurring deliveries by UPS, FedEx, USPS, food vendor, etc.).
- 3.9. The third floor exterior patio is designated as a “No hat/No salute” area
- 3.10. All cups must have a lid when in common areas (e.g., hallways, conference rooms, etc.).
- 3.11. No food or beverage is allowed in the auditorium.
- 3.12. Electrical and communication floor boxes will only be relocated by the Facility Management Office.
- 3.13. Furniture moves will be coordinated with the Facility Management Office and the requesting organization is responsible for moving the furniture.
- 3.14. All building damage and fluid spillage will be reported to the Facility Management Office at time of incident.

4. Custodial Responsibilities.

- 4.1. General office cleaning (e.g., vacuuming, sweeping, mopping, trash removal, etc.) is the responsibility of all Building 185 occupants.
 - 4.1.1. Office Areas: Office occupants will develop procedures to ensure their immediate areas are kept clean.
 - 4.1.2. Common areas: Cleaning responsibilities for common areas (e.g., hallways, stairwells, break areas, etc.) are a shared responsibility and need to be done weekly. Attachment 3 assigns areas of custodial responsibility. During inclement weather, stairwells will be cleaned as needed to keep them safe. If necessary, the Facility Management Office will notify squadron superintendents (or other commander-designated representatives) of deficiencies.
 - 4.1.3. Cleaning supplies and vacuums are available in all common break areas. Users of the supplies are responsible for obtaining replacements from the Facility Management Office, as necessary.
- 4.2. Exterior building maintenance (pulling weeds in (5) garden areas, antennae farm, base beautification, etc.) will be accomplished via GI party personnel.

5. Facility Maintenance and Repair.

- 5.1. Emergency Maintenance Actions: Contact the GMSC at 294-2586, option #1, to report facility-related emergencies. The GMSC will back-brief Facility Management Office and provide a work order number.
- 5.2. All non-emergency requirements should be routed to the Facility Manager via the Facility SharePoint site:

<https://557.eim.acc.af.mil/Utilities/support/facilities//SitePages/Home.aspx>

6. Facility Change Management.

6.1. The Facility Management Office is the primary entry point for facility changes, to include space allocation, demountable wall moves, floor box moves, common area wall mounts, etc. All proposed changes will be coordinated with this office through the SharePoint Facility site. NOTE: Changes may also require additional documentation when moving IT equipment (i.e., coordination with the IT Equipment Custodian (ITEC) and/or Desktop Support Center (DSC) may be necessary).

6.2. The Facility Utilization Working Group (FUWG) is chaired by 2 SYOS/CC and includes representatives appointed in writing by 557 WW, 1 WXG, 2 WXG, 2 SYOS, 2 WS, 16 WS, 2 WXG/Det 1 and Bldg. 185 tenant organizations.

6.2.1. The FUWG will meet quarterly or as required to address facility change requirements and propose solutions to the Facility Utilization Board (FUB).

6.2.2. Minor changes in room assignments (i.e., no cost to the government) may be requested to meet operational and contractual requirements. The 2 WXG/CC will approve or disapprove requests.

6.3. The Facility Utilization Board (FUB) is chaired by 557 WW/CC and includes the following: 557 WW/CV, 557 WW/CCC, 1 WXG/CC, 2 WXG/CC and tenant organization leadership.

6.3.1. The 2 SYOS/CC, or his/her designee, will brief and provide meeting minutes to attendees

6.3.2. The FUB will meet as necessary to review policies, space allocation, military construction programs and other items deemed appropriate by the chairman.

WILLIAM J. CARLE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFMAN 32-1084, Facility Requirements, 26 February 2016
AFPD 32-90, Force Real Property Management, 6 August 2007
AFI 32-1024, Standard Facility Requirements, 14 July 2011
AFI 32-1032, Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects, 24 September 2015
AFI 32-7001, Environmental Management, 16 April 2015
AFI 32-7042, Waste Management, 07 November 2014
AFI 32-7086, Hazardous Materials Management, 4 February 2015
AFI 90-801, Environment, Safety, and Occupational Health Council, 25 March 2005
AFI 90-1701, Energy Management, 16 July 2009
AFI 91-203, Air Force Consolidated Occupational Safety Instruction, 17 September 2015
AFMAN 33-363, Management of Records, 1 March 2008
AFMAN 48-155, Occupational and Environmental Health Exposure Controls, 1 October 2008
AFWAHOI 33-5, Responsibilities and Management of ADPE, 5 May 2006

Prescribed and Adopted Forms

There are no prescribed forms for this publication.

Adopted Forms:

AF IMT Form 332, *Base Civil Engineer Work Request*
AF Form 847, *Recommendation for Change of Publication*
DD Form 1391, *FY__ Military Construction Project*

Abbreviations and Acronyms

16 WS—16th Weather Squadron
2 SYOS—2d Systems Operations Squadron
2 WS—2d Weather Squadron
2 WXG—2d Weather Group
55 CES/CEV—55th Civil Engineer Squadron, Environmental Flight
557 WW—557th Weather Wing
AF—Air Force
AFI—Air Force Instruction

AFH—Air Force Handbook

AFMAN—Air Force Manual

ADT—American District Telegraph

CES—Civil Engineering Squadron

DoD—Department of Defense

DS—Director of Staff

DSC—Desktop Support Center

EM—Environmental Manager

EOSH—Environmental Safety and Occupational Health

FUB—Facility Utilization Board

FUWG—Facility Utilization Working Group

ITEC—Information Technology Equipment Custodian

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

SYO—Systems Operations Flight

Attachment 2

SNOW AND ICE REMOVAL PLAN FOR BUILDING 185

A2.1. The 55 CES is responsible for large-scale snow/ice removal at Offutt AFB, which includes the airfield, streets and parking lots.

A2.2. The 557 WW has a responsibility to ensure safe entry into Building 185, to include all approach sidewalks and stairways.

A2.2.1. The 2 WXG/CCC will publish the Wing Snow and Ice Removal Plan to communicate leadership expectations and reinforce organizational responsibilities (see paragraphs 1.1.3. and 1.1.4.).

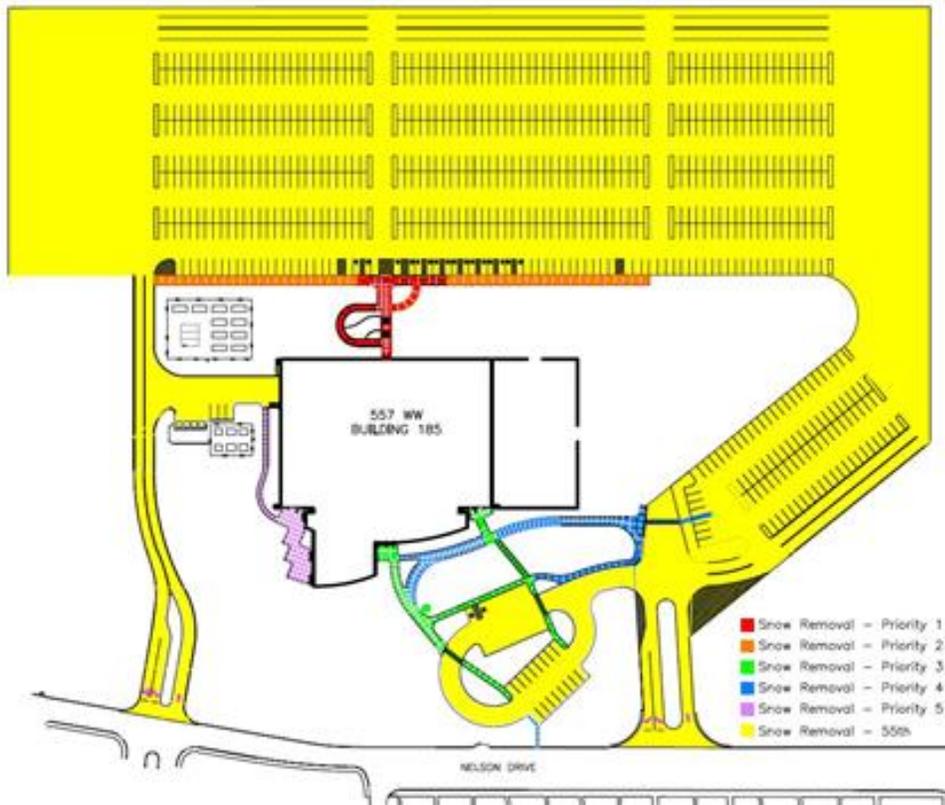
A2.3. The 2 WXG/CCC will initiate a snow/ice removal detail based on the published plan to ensure safe egress path is available; Priority areas are defined in the figure A2.1.

A2.4. The 2 WS will serve as the after-duty hours (1600-0700), (holidays, family days and base closures) snow/ice removal team to maintain a safe entry path for the 'Priority 1' areas. The sidewalks will be cleared edge to edge and the East handicap parking slot will be cleared. See paragraph 1.3.

A2.5. The 2 SYOS/SYOE will support the 2 WXG/CCC plan. Facility Management Office personnel will provide snow/ice removal equipment and salt, and ensure snow shovels and salt are located at each Building 185 entrance. They will provide training for the safe and proper operation of 557 WW snow blowers, and will ensure the blowers are fueled and available to the snow/ice removal teams.

A2.6. For safety purposes, the East entrance serves as the winter weather entrance for significant snow/ice events during the months of October – April.

Figure A2.1. Priority Snow Removal Areas



Attachment 3

CUSTODIAL PLAN FOR BUILDING 185

A3.1. At a minimum, building occupants are required to accomplish the following weekly: vacuuming, sweeping, mopping and trash removal. Cleaning responsibilities are shared equally (reference floor plans on the following pages).

A3.2. Office areas: Occupants will develop procedures to ensure their offices are kept clean.

A3.3. Common Areas (Break Rooms, Conference Rooms, Hallways, and Stairwells): Groups/Wing Staff/Tenant leadership will develop procedures to ensure assigned areas are kept clean. At a minimum, all common areas require weekly cleaning.

A3.4. Cleaning supplies and vacuums are available in all common breaks areas. Users are responsible for obtaining replacements from the Facility Management Office, as necessary.

A3.5. Custodial Duty Description

A3.5.1. Hallways

- Vacuum
- Dust pictures
- Dust ledges and baseboards

A3.5.2. Stairwells

- Sweep and Mop floors
- Dust Railings and ledges

A3.5.3. Break Areas

- Vacuum
- Sweep and mop
- Wipe down counter tops, sink, and cabinets
- Remove outdated contents and clean refrigerator
- Clean microwaves, toasters, and coffee pots
- Empty trash and disinfect trash can as needed
- Report any problems to the facility manager

A3.5.4. Conference Rooms

- Dust/wipe down conference room table
- Dust/wipe down chairs
- Dust computer/keyboards and monitors
- Dust podium, cabinets, and bookcases
- Wipe down telephone
- Dust pictures
- Clean interior/exterior glass
- Vacuum floor
- Empty trash

Figure A3.1. Custodial Responsibilities Legend

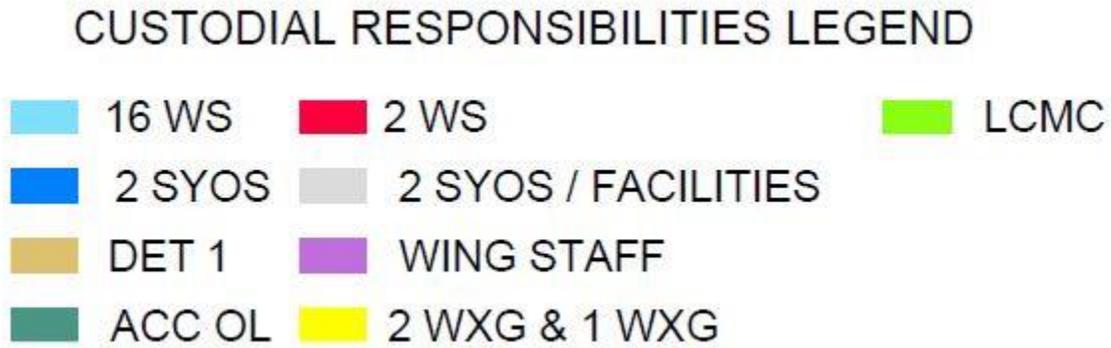


Figure A3.2. Basement



Figure A3.3. First Floor.



First Floor

Updated: 16 FEB 16

Figure A3.4. Second Floor



Second Floor

Updated: 16 FEB 16

Figure A3.5. Third Floor



Attachment 4

RECYCLING PROGRAM

A4.1. The 557 WW Facilities Manager oversees the recycling program for Building 185. All occupants are responsible for placing recyclable products in the appropriate bins as described below. The Facility Management office collects the recyclables and prepares the containers for the base POC pick-up in compliance with the Offutt Recycling Program.

A4.2. The overall goal to this program is to comply with Environmental Protection Agency regulations and reduce the amount of waste paper going to the landfill. Offutt AFB generates approximately 59 tons (118,000 pounds) of paper per year or about 6.5% of the total recycled material on base (this is down ~3% over the past four years).

A4.2.1. Paper. Put recyclable paper products in the large recycling bins in the 1st floor common break areas (see figure A4.1). Ensure all metal and plastics are removed prior. (NOTE: All “Privacy Act” and “For Official Use Only” paper must be shredded before recycling. Bags of shredded paper can be put into the bins located in designated areas or bins marked “Shredded Paper.”).

A4.2.2. Plastic. Put all recyclable plastic items into plastic recycling bins located in common break areas on all floors and atrium. On the recycling contractor’s assigned scheduled day the bins will be taken to the load dock and emptied. Containers should be empty, but do not need to be rinsed.

A4.2.3. Metal. Put recyclable aluminum cans into recycle bins located in common break areas on all floors and atrium. On the recycling contractor’s assigned scheduled day the bins will be taken to the load dock and emptied. Containers should be empty, but do not need to be rinsed.

A4.2.4. Cardboard. Two cardboard recycling dumpsters are located on the north side of the building next to the garbage dumpsters. All packing material needs to be removed and placed in the garbage while cardboard boxes need to be broken down and placed in the cardboard recycling dumpsters. Place cardboard into the recycling dumpster by using the slot on the sides or by lift the lid.

Figure A4.1. First Floor Paper Recycle Bin Locations



Attachment 5**HAZARDOUS MATERIAL AND WASTE DISPOSAL INFORMATION**

A5.1. The 557 WW EMs are responsible for ensuring proper disposal of hazardous materials and waste. The steps listed must be followed in order to comply with environmental laws. All personnel must coordinate with the Facilities Office on all hazardous material and waste disposal

A5.2. Fluorescent Light Bulbs. Burnt green-end fluorescent light bulbs can be put in trash containers. Burnt white-end fluorescent light bulbs are collected in approved hazardous waste containers located on the dock (Room 1120). The EMs must turn-in full containers to the 55 CES/CEV 90-day storage facilities; the maximum number of full containers allowed at one time is two (2).

A5.3. Batteries. Alkaline batteries (AAA, AA, B, C, and D) can be thrown in the trash. Other brands and types, such as lithium, 9-volt, etc., need to be collected in approved containers. Containers are located on the dock (Room 1120). The EMs must turn-in full containers to the 55 CES/CEV 90-day storage facility.

A5.4. Paint. The EMs must turn-in unused paint into 55 CES/CEV for disposal. Empty plastic and metal paint containers must be left open to dry; then peel-off dried residue. Peeled-off residue can be put in the trash.