

27 JUNE 2014

Civil Engineering

ZONE MASTER PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 59 MLRS/SGSKF

Certified by: 59 MLRS/CC
(Lt Col Randall Ivall)

Supersedes: 59MDWI 32-1003, 6 April
2011

Pages: 8

This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities*. This Medical Wing Instruction (MDWI) establishes policies and procedures for the Zone Master Program. It applies to personnel assigned, attached or on contract to the 59th Medical Wing (59 MDW), except 959th Medical Group, and 359th Medical Group personnel. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

1. Program Overview.

1.1. The Zone Master Program assists the facility manager with ensuring the facility is properly maintained and in operational condition. Additionally, it highlights operational concerns that staff members, patients, and visitors may express regarding direct responsibility for the appearance of the facility.

1.2. Zone Masters shall be a non commissioned officer, officer, or civilian equivalent, appointed in writing by the respective group commander.

1.3. All Zone Masters will follow this guidance to ensure the program is properly executed.

2. Responsibilities.

2.1. The Zone Master is responsible for monitoring the below mentioned programs to ensure compliance. The Zone Master shall report to Facilities Management periodically the status of the program and any assistance required to facilitate their roles. The Zone Master will complete 6 CBT classes a year (training Power Point Slides sent via email), and 2 face-to-face trainings a year.

2.2. The Zone Master shall conduct a weekly and monthly walk around of their zone, utilizing the Zone Master checklist. (See Attachment 2)

3. Facilities and Environment Committee (FEC).

3.1. Safety Management; Zone Masters will:

3.1.1. Work with the unit safety representatives assigned to their zone (i.e., to prevent, identify, and remedy safety issues, etc.)

3.1.2. Conduct exterior walk around of their zone, as applicable. (See Attachment 3)

3.2. Security Management; Zone Masters will:

3.2.1. Ensure access to their zone is restricted and validated.

3.3. Hazardous Materials and Waste Management; Zone Masters will:

3.3.1. Work with the unit environmental coordinators assigned to their zone.

3.3.2. Be familiar with the hazardous materials used in their zone and their location. Additionally, the Zone Master needs to be aware of the location of the Safety Data Sheets located within their zone.

3.3.3. Know the locations of the Hazardous Communication binders affecting their zones and points of contact for each.

3.3.4. Know the locations of the Authorized User List for hazardous materials in their zone and monitor to ensure only trained personnel handle hazardous materials.

3.4. Emergency Management; Zone Masters will:

3.4.1. Be the Emergency Manager assigned to their zone.

3.4.2. Be the point of contact for Facilities Management to notify staff of emergency management needs. Additionally, they will effectively communicate to the staff members in their zone emergency management announcements.

3.4.3. Know the locations of all the designated shelter in place locations within their zone. Additionally, they will train staff on shelter in place procedures.

3.4.4. Be aware of evacuation routes in their zone and rally points for personnel in their zone in the event of an evacuation. Additionally, they will train staff on evacuation procedures.

3.4.5. Ensure the correct Force Protection Condition signs are posted in their areas.

3.5. Fire Safety; Zone Masters will:

3.5.1. Assist with fire drills as required. Fire drills are conducted in accordance with The Accreditation Association for Ambulatory Health Care Standards.

3.5.2. Ensure that egress corridors are clear and free from obstruction at all times in accordance with National Fire Protection Association (NFPA) 101, *Life Safety Code*.

3.5.3. Ensure their zone is in compliance with oxygen usage and storage, in accordance with NFPA 99, *Health Care Facilities Code*.

3.5.4. Ensure the recycling bins in their zones are properly stored and emptied according to the wing recycling policy.

3.5.5. Ensure staff, patients, and visitors comply with the 59 MDW smoking policy 59 MDWI 40-101, *Tobacco use at the 59 MDW*, and 59 MDWI 32-2003, *Fire Safety Management and Response Program*.

3.5.6. Ensure fire extinguishers, fire doors, exit signs, emergency lighting, and Automated External Defibrillators (AEDs) are maintained and operating properly according to NFPA 99.

3.6. Medical Equipment Management; Zone Masters will:

3.6.1. Work with equipment custodians to ensure proper management of equipment assigned in their zone (i.e., AEDs).

3.7. Utilities Management; Zone Masters will:

3.7.1. Work with Facilities Management and 502d Civil Engineering (CEW) personnel to schedule and coordinate scheduled utility outages.

3.7.2. Work with Facilities Management and CEW during unscheduled utility outages to relay information throughout each zone in compliance with 59MDWI 32-1001, *Utility Outages and Failures*.

4. Civil Engineering. The Zone Master will:

4.1. Work with Facilities Management regarding the work order process in compliance with 59MDWI 32-1002, *Work Request Procedures*.

4.2. Ensure work requests are submitted electronically through the Defense Medical Logistics Standard Support automated support system.

4.3. Be the focal point for managing work orders affecting their zone.

4.4. Work with the respective group administrator to ensure work requirements are being accomplished in a timely manner and continue communication with facilities throughout the work order process.

4.5. Coordinate information and execution of projects occurring within their zone.

4.6. Be the point of contact for entomology concerns in their zone.

4.7. Ensure respective Group SGA is notified of facility issues, requiring address at the 59 MDW Facility Infrastructure Committee and/or 59 MDW FEC.

5. Signage. The Zone Master will:

5.1. Ensure compliance with 59MDWI 32-1004, *Wing Signage* within their zone.

5.2. Ensure signs displaying directions in their zone are current and coordinate with Facilities Management for new signs as needed.

6. Housekeeping. The Zone Master will:

6.1. Serve as liaison between the non-commissioned officer in charge and the Housekeeping Aseptic Maintenance Service (HAMS) personnel and report all discrepancies to the HAMS Quality Assurance Personnel in the Facilities Management office.

GLENN A. YAP, Colonel, USAF, MSC
Administrator, 59th Medical Wing

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

AFPD 32-10, *Installations and Facilities*, 4 March 2010

AFPAM 32-1125 V1, *Working in the Operations Management Field*, 23 July 2004

National Fire Protection Association 99, *Health Care Facilities Code*, 2012

National Fire Protection Association 101, *Life Safety Code*, 2000

59MDWI 32-1001, *Utility Outages and Failures*, 31 August 2011

59MDWI 32-1002, *Work Request Procedures*, 9 November 2011

59MDWI 32-1004, *Wing Signage*, 19 December 2013

59MDWI 32-1005, *Control of Keys*, 15 November 2010

59MDWI 32-1006, *Space Allocation and Utilization*, 24 May 2011

59MDWI 32-2003, *Fire Safety Management and Response Program*, 15 November 2010

59MDWI 40-101, *Tobacco use at the 59 MDW*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2519, *All Purpose Checklist*

Abbreviations and Acronyms

CEW—802d Civil Engineering In-House

FEC—Facilities and Environment Committee

HAMS—Housekeeping Aseptic Maintenance Service

IAW—In Accordance With

MDWI—Medical Wing Instruction

NCOIC—Non-Commissioned Officer in Charge

NFPA—National Fire Protection Association

OPR—Office of Primary Responsibility

Attachment 2

ZONE MASTER CHECKLIST

Figure A2.1. Zone Master Weekly Checklist.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Zone Master Program Weekly Checklist				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
1.	Are exits free of clutter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are exit lights working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is zone free of trash and debris: include floors, overflowing trash cans/recycling bins, Conference Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do Fire Doors close properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are Emergency Response phone numbers posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the Zone Master properly identified and contact information posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is the Safety Representative properly identified and contact information posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are the bulletin boards current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are electrical panels accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are air conditioning vents/units accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are mechanical rooms, roofs, and comm closets closed or have restricted access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Have CE work orders been submitted for discrepancies in the zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Have Comm work orders been submitted for discrepancies in the zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are there open Emergency or Urgent work orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are proper signs posted at each entrance? (FPCON, Duty Hours, Emergency Contacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Are all paper signs posted in a clear holder with double sided tape or silicone? (no visible taping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are plastic blue signs mounted properly and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are the blue directional signs mounted properly and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is the zone free of tripping hazards? ie., extension cords, computer cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are heavy objects being stored or mounted properly? ie. TVs, boxes, furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Are egress ways clear? (no furniture, supply carts, etc. are to impede these egress ways)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Are fire extinguishers serviceable, tagged, and signed off monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Are there any objects stacked within 18" of a sprinkler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Are Fire Doors being propped open? (Not allowed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Are Oxygen rooms secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Is Oxygen being stored properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Are the dirty linen rooms accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Are the clean utility rooms accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Are the supply rooms accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Are there any broken/missing lights or outlet covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Are there any exposed wires to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Are there any appliances (refrigerators, microwaves, etc...) plugged into a surge protector/power strip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Are there surge protectors/power strips plugged into each other (daisy chained)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Are recycling bins neatly stored in an alcove?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Are recycling bins emptied often?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Are the bin areas free of trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Are hazardous materials stored properly and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Is the MSDS readily available and current with items in current inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure A2.2. Zone Master Monthly Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Zone Master (ZM) Program Monthly Checklist				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
1.	Has a primary and alternate Zone Master been appointed by the Group Commander?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the Zone Master's photo and contact information posted in each zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the zone master conduct daily walk arounds of his/her zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the Zone Master aware of the status on all open work order requests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the Zone Master maintain a continuity binder for his/her zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has a work order request been submitted for cosmetics issues in there area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are fire extinguishers serviceable, tagged, and signed off monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are battery powered lights tested monthly for a minimum of 30 seconds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are fire extinguishers serviceable, tagged, and signed off monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are emergency lights tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Has the Zone Master updated a fire reaction plan/evacuation plan for work centers in their zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Has the Zone Master conducted initial/annual fire prevention training for personnel in their zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Has the ZM identified and posted where all pull stations are in the zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Has the ZM identified and posted where all fire extinguishers are in the zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Has the ZM identified and posted all emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 3

ENVIRONMENT OF CARE EXTERIOR WALK AROUND CHECKLIST

Figure A3.1. Environment Of Care Exterior Walk Around Checklist.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Zone Master Program Exterior Walk Around Checklist				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
1.	Call CEW: 292-7377 if you need to submit a work request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are exterior lights working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are handrails painted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does exterior building need repairs or painting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do all exterior doors function properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are wet floor signs needed or are being used incorrectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do glass doors need cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are mats dirty/being used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is trash being picked up at dumpster sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Any Housekeeping issues within 25' of building, call Housekeeping at 292-5985	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Any Housekeeping issues beyond 25' of building, call Facility Management at 292-7171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	If any maintenance on shrubs/bushes/tress need to be trimmed, please contact FM at 292-7171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>