

**BY ORDER OF THE COMMANDER  
910 AIRLIFT WING**

**910 AIRLIFT WING INSTRUCTION 32-9002**

**7 MARCH 2013**

**Civil Engineering**

**REAL PROPERTY BUILDING MANAGERS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Pamphlet (AFPAM) 32-1004, Volume 1 and Volume 3, *Real Property Management*, identifying responsibilities and procedures for assigned Building Managers of the 910 Airlift Wing (910AW), located at the Youngstown Air Reserve Station (YARS), Vienna, Ohio. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF IMT Form 847, *Recommendation for Change of Publication*, routed through the functional's chain of command. Ensure that all records created as a result of processes described in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the *Air Force Records Disposition System* (RDS) found at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

**SUMMARY OF CHANGES**

***This publication updates key personnel, telephone numbers, and information processes for assigned 910AW, YARS Building Managers. Also better delineates and clarifies responsibilities of the building managers.***

**1. Assignment of Building Managers.**

1.1. The Squadron Commander/Division Chief designates a primary and alternate Building Manager for each building assigned to the organization. When a building is shared, the major user is assigned as the primary Building Manager. The major user is defined as an organization occupying the most space, most personnel, and time utilized.

1.2. Changes in Building Managers must be made, in writing, by the Squadron Commander/ Division Chief to the base Realty Specialist, ten (10) days prior to the desired change date in order to make the changes to the Division Chief/Building Manager's register. The changes must include the new Building Manager's name, office symbol, duty and home phone number, and the date of change.

1.3. The Bldg Manager program briefing/presentation is found on the Base Computer Network Base Directory . Find and select on link; BUILDING MANAGER BRIEFING. Assigned Building Managers will use this link to learn about the program and their role and responsibility as a Building Manager. At a minimum, Building Manager's will need to review this Building Manager Briefing. Afterwards, for confirmation, send an email to the Real Property Manager with a digital signature.

1.3.1. Other helpful Building Manager information within Real Property file folder includes files such as a Building Manager Handbook, Real Property Key Control Instruction (910AWI32-9001), Real Property Inventory Detail Listing, and a Building Manager Listing. Also, the base Fire Department has a file called, 'Fire Prevention Guide'. Get started by selecting the following file folders on the Base Directory Network Location: 910 Mission Support Group (910MSG), CE, Real Property, and finally select the file of interest within the Real Property files.

## **2. Building Manager Responsibilities.**

### **2.1. Building Care.**

2.1.1. Building Managers serve only in an administrative and advisory capacity in cooperation with all occupants and users for the care, custody, and protection of his or her designated building and its real property installed equipment. When a building or floor is shared by multiple organizations, the Building Manager has the administrative authority to hold other organizational users responsible for their assigned area.

#### **2.1.2. Key Control.**

2.1.2.1.. Reference 910 AWI 32-9001, *Real Property Key Control*.

#### **2.1.3. Opening and Closing Procedures of the Building.**

2.1.3.1. During normal duty hours, Building Managers are to ensure responsible personnel are opening/closing and securing the building.

#### **2.1.4. Custodial Services Performance.**

2.1.4.1. If a complaint arises from poor performance, call the Quality Assurance Evaluator (QAE) the same day at 609-1413. You will be asked to complete a Customer Complaint Form, to be submitted to the QAE upon inspection.

#### **2.1.5. Facility Abuse.**

2.1.5.1. Ensure that building users do not alter, adjust, repair, or replace installed real property equipment, such as the air conditioning, heating, ventilation system, lighting, plumbing, etc., unless it is a Civil Engineering (CE) approved self-help project. If there is intentional damage and/or theft to a building or its real property equipment, then Security Forces must be notified to fill out an Incident Report.

## 2.2. Utilities Management.

2.2.1. This involves efficient use of utilities through energy conservation. Examples include shutting off lights after use, keeping windows and doors closed during the air conditioning or heating season, shutting off machines and equipment after use, etc.

2.3. Fire Prevention. This involves an awareness of where fire alarms and extinguishers are located, and ensuring that on base emergency number 911 is located on a yellow sticker under your phone receiver. Follow-up on all discrepancies noted during Fire and Safety Inspections to ensure corrective action. Smoking shelter receptacles are emptied by the facility custodians/janitors on an as-needed basis.

2.4. Facility Maintenance Requirements. There are three primary means of identifying maintenance requirements:

2.4.1. Emergency Maintenance. Call Customer Service at 609-1339 for emergency repairs and ensure the Building Managers and Squadron Commander/Division Chief are aware of the problem.

2.4.2. Routine and Long-Term Maintenance. Submit an AF Form 332, *BCE Work Request*, as an email attachment to the Base Operating Support (BOS) Contractor, CE Customer Service, for the following reasons: general repairs, minor construction, improvements, alterations, self-help, and damage report. Coordinate with the Squadron Commander/Division Chief and the other Building Manager on all work requests by copying (cc) them on all related e-mail.

2.4.3. Key/Locksmith Service Request.

2.4.3.1. Only the Squadron Commander/Division Chief may email or call in a request for keys to the Base Realty Specialist at 609-1340. Building Managers can call for locksmith service request.

## 2.5. Facility Utilization Changes.

2.5.1. Before a change can be made in the use of floor space, an AF Form 332 must be emailed as an attachment to the BOS Contractor, CE Customer Service. Also, copy (cc) the Division Chief and the other Building Manager. The change must then be approved or disapproved at the next Base Facilities Board Meeting. If the change in space is over 500 Square Feet (SF), approval is required by HQ AFRC/A7COR. The organization's notification will be provided by email with an attachment of the Facility Board Minutes. If approved, the floor space changes can proceed.

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

910AWI32-9001, *Real Property Key Control*, 1 Nov 1996

AFPD32-10, *Installation and Facilities*, 27 Mar 2005

AFPAM32-1004, Volume 1, *Working in the Operation Flight Functions and Organization*, 1 Sep 1998

AFPAM32-1004, Volume 3, *Working in the Operations Flight Facility Maintenance*, 1 Sep 1998

***Adopted Forms***

AF IMT 847, *Request for Change of Publication*

AF 332, *Base Civil Engineer Work Request*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AW**—(910) Airlift Wing

**AWI**—Airlift Wing Instruction

**BOS**—Base Operation Support

**CE**—(910) Civil Engineer

**IAW**—In accordance with

**MSG**—(910) Mission Support Group

**QAE**—Quality Assurance Evaluator

**SF**—Square Feet

**YARS**—Youngstown Air Reserve Station, Vienna, Ohio