

**BY ORDER OF THE COMMANDER  
911TH AIRLIFT WING**



**911th AIRLIFT WING INSTRUCTION 32-901**

**1 April 1996**  
Certified Current on 6 November 2012  
**Civil Engineering**

**STANDARD MAINTENANCE AND  
INSTALLATION OF APPLIANCE  
CONNECTIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

---

OPR: 911 AW/CEO (Thomas Kutchenriter)  
Supersedes 911 TAGR 91-2, 1 March 1990

Certified by: 911 AW/CC (Col F. Baxter Lane)  
Pages: 7  
Distribution: F

---

This instruction implements AFPD 32-90, *Real Property Management*. It establishes Air Force policy for standardized installation and maintenance of utility connections and related appurtenances for non-government owned appliances and equipment. It applies to all personnel living or working on this installation.

**SUMMARY OF REVISIONS**

This is a revision of 911 TAGR 91-2, 1 March 1990. It updates references to Air Force Instructions and streamlines previous guidance.

**1. Scope.** The provisions of this regulation apply to anyone requiring or desiring attachment or placement of non-government owned equipment or appliances including operating parts and apparatus, to a government owned structure or utility system on base property and includes appliances and equipment owned and operated by concessionaires. Appliance and equipment are classified as either "normal household appliances or equipment" or "other appliances and equipment".

**2. Responsibility.** The responsibility for assuring compliance with these procedures rests with the building manager or Officer in Charge (OIC), in the case of tenant organizations, and the Base Civil Engineer. It is a requirement of Air Force instructions that prior approval is necessary to connect any non-government owned appliance or equipment to any base utility system. Both the appliance and the connection must be approved by the Base Civil engineer, except that normal portable appliances used for personal care and comfort, such as electric shaver, hair dryers, radios and portable televisions sets, may be used in Government quarters where connections are provided. Installation of any antennas or aerial system for radios or televisions that require attachment to facilities or structures must be first approved by the Base Civil Engineer.

### 3. Air Force Policy for Utility Connections:

- 3.1. Normal Household Appliances and Equipment. Utility connections and other electrical fixed appurtenances are provided from available resources in government quarters to serve normal household equipment and appliances. Utility connections not normally provided may be installed on a self-help basis in government quarters in accordance with AFI 32-9002 *Use of Real Property Facilities* and AFI 32-1031 *Operations Management* upon approval.
- 3.2. Other Appliances and Equipment. The installation of circuits, panels, outlets, and other equipment and foundations for operating vending machines, appliances, or equipment not specifically authorized for military purposes or use, must be made by and at the expense of the individual responsible for the equipment.
- 3.3. Only certified electricians may install or modify the facility fixed electrical wiring system.

### 4. Procedures - Normal Household Appliances:

- 4.1. Regulations issued by the Wing Commander govern the installation of appliances and equipment. Normal privately owned household appliances and equipment that may be connected to government owned utilities are listed in [Attachment 1](#).
- 4.2. Each installation will be accomplished by or under the supervision of the Base Civil engineer and must conform to the standard facility plan, the National Electric Code; AFI 32-1031, applicable provisions of AFI 32-1021 *Planning and Programming of Facility Construction Projects* and all safety and mechanical requirements.
- 4.3. Required additional real property facility improvements will become the property of the government in place and accounted for according to AFI 32-9005, *Real Property Accountability and Reporting* except items of equipment for which the occupant intends to retain possession or is required to remove upon termination of occupancy. The format for requesting permission to install a non-government owned appliance or piece of equipment will have an approval letter on hand and must ensure that the item is personally inspected by the Civil Engineering Electric Shop personnel prior to connection to an Air Force circuit.
- 4.4. The occupants will bear the costs of installation and removal when:
  - 4.4.1. Utility connections are required solely for privately owned equipment substituted for adequate government owned equipment.
  - 4.4.2. Privately owned equipment is not included in [Attachment 1](#) and the Base Commander determines that such improvements are for the benefit of the immediate occupant only.
- 4.5. Base personnel will not normally be used for work to be paid for by the occupant. When required, the government will be reimbursed.
- 4.6. The owner is responsible for maintenance and repair of privately owned equipment and appliances.

**5. Guidance on Installation of Open type Heating Coil Equipment.** The use of hot plates and similar equipment that incorporates an open type heating coil is prohibited. The use of heating equipment with open type heating coils will be permitted only if equipped with safety guards and thermostats, UL

approved. Loads exceeding 1200 watts or 12 amps are not authorized for lighting or general purpose circuits.

**6. Other Appliances and Equipment.** All electrical appliances, vending machines, or equipment must be approved by the Base Civil Engineer before connection to the utility system. These units must be maintained in good working condition at no cost to the government.

**7. Standard Plans for Installation of TV Antenna.** Exterior installations of antenna will be no larger than necessary for adequate reception. The location of exterior antennas must be approved by the Base Civil Engineer. Anchor and guy fastening will not penetrate roof surfaces.

**8. Non-appropriate Fund Activities.** Connections for appliances owned and operated by non appropriated fund activities, religious, moral, welfare and recreation organizations and activities specifically covered by AFI 34-223, *Private Organization (PO) Program*, will be at government expense. Each such installation will be accomplished by or under the supervision of the Base Civil Engineer.

**9. Letter Granting Authorization.** It is the responsibility of the building manager or OIC in the case of tenant organizations, to be able to produce immediately upon request the letter or a copy of the letter granting authorization to connect any appliance or piece of equipment and indicating ownership of same ([Attachment 2](#)).

F. BAXTER LANE, Col, USAFR  
Commander

**Attachment 1**

**LIST OF AUTHORIZED APPLIANCES**

Normal non-government owned appliances and equipment which may be connected to base utility systems upon approval obtained in accordance with this regulation include but are not necessarily limited to:

- |                  |                  |
|------------------|------------------|
| Air Conditioners | Games of Skill   |
| Pay Phones       | Vending Machines |
| Refrigerators    | Exhaust Fans     |
| Food Freezers    | Coffee Makers    |
| Microwave Ovens  |                  |

The following non-government owned appliances will be allowed per building by 911th AW organizations. Approvals for privately owned non-government type equipment and appliances will be by the Wing Commander. However, equipment and appliances must meet applicable codes and regulations as determined by the Base Civil Engineer before an item can be installed.

- 1 - Coffee Pot per 20 - 25 people
- 2 - Refrigerator
- 3 - Microwave Oven

**\*Exception:** One privately owned microwave and one small refrigerator (2.5 cubic feet) per floor in buildings 208, 210, 316, 418 and 419 will be authorized when approved by the Base Commander. However, equipment and appliances must meet all applicable codes and regulations as determined by the base Civil Engineer prior to installation.

Attachment 2

DEPARTMENT OF THE AIR FORCE  
Air Force Reserve Command

(DATE)

MEMORANDUM FOR BUILDING MANAGER

CC  
CE  
CEORC  
IN TURN

FROM:

SUBJECT: Request permission to install (or connect) a non-government owned appliance or piece of equipment

1. Request permission to install (or connect) a non-government owned appliance or piece of equipment in Bldg. \_\_\_\_\_, Room \_\_\_\_\_, for the purpose of \_\_\_\_\_.

2. Name of owner: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Type of Appliance or Equipment: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial/Model Number: \_\_\_\_\_

3. Owner understands that the provisions of 911 AWI 32-901 governs the installation of appliance or equipment and any necessary costs of installing a connection when required.

\_\_\_\_\_  
(Signature of Owner)

1st Ind, Bldg Manager

(Date)

TO: CC

\_\_\_\_\_  
(Signature of Building Manager)

2nd Ind, CC

(Date)

TO: CE

Approved/Disapproved

\_\_\_\_\_  
Commander

3rd Ind, CEORC/Production Control

(Date)

1. Request for permission to install or connect item as indicated in basic letter is APPROVE/DISAPPROVED.

2. If approved, owner will ensure the electric shop makes proper inspection.

3. Production control will return original letter to owner and forward a copy to the building manager and electric shop. The electric shop will maintain a file of these letters in accordance with 911 AWI 32-201.

\_\_\_\_\_  
Base Civil Engineer

ELECTRIC APPLIANCE APPROVAL		
TYPE OF APPLIANCE		BLDG #
MANUFACTURER		
SERIAL #	VOLTAGE	AMPS
WATTAGE	DATE INSPECTED	
INSPECTED BY:		