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Civil Engineer

**REAL PROPERTY FACILITY MANAGER
GUIDE**

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This instruction explains the Real Property Facility Manager's responsibilities and pertinent information regarding procedures and services required to ensure that they are met. The facility manager acts as "landlord" of Air Force real property and controls all keys thereto. The facility manager briefs occupants and users on the care, custody, and protections of the facility (including financial liability for loss or damage in excess of fair wear and tear). This instruction is applicable to all facility managers on McConnell AFB.

SUMMARY OF REVISIONS

The revisions to MAFBI 32-9002 are as follows: Paragraph **2.2.**, Insert: The organization commander will designate an officer, E-4 and above, or civilian equivalent as primary and alternate facility manager for each building assigned to that organization and advise the 22 CES Customer Service Unit (CSU), in writing, of the assignment. **2.2.**, Insert: Assigned managers should have at least one year retainability left on their assignment to be appointed. Para **2.3.**, Insert: Buildings not having a valid facility manager who has attended the mandatory training, may not receive routine maintenance and material support until such time as the required obligation(s) have been fulfilled. Emergency requirements can be initiated by anyone. **3.8.**, Insert/modify: Took sub-bullets from **3.9.** and consolidated them into two lines under **3.8.** **3.9.**, Change: Changed title from "Dumpster Refuse Collection" to "Land Management and Ground Maintenance." **3.9.**, Insert: Facility managers are responsible for the outside appearance of their facilities, out to 25 feet from the building, especially prior to VIP visits. **3.10.**, Deletion: "AF Form 218, Facility Fire Prevention/Protection Record, will be used as a checklist during the inspection." **3.17.**, Insert: Annually the facility manager will submit a facility self-inspection checklist located in the Facility Manager's Handbook, A-6, along with submitting an annual recertification of personal data, A-7.

1. Introduction.

1.1. This has been compiled to assist the facility manager in managing the Air Force facilities located on McConnell AFB. The facility manager is the key to effective management for repairs, use, care of

facilities, and the energy management within the facility. The facility manger should call Civil Engineer (CE) Customer Service Unit for assistance.

2. Appointment.

2.1. The Base Civil Engineer has established the requirement and defined the responsibilities of the facility manager, including instructions for their assignment and relief. The following information should assist you in the performance of you duties as facility manager.

2.2. Organization commanders are assigned required facilities upon approval of the Base Facilities Board. The commanders assume responsibility for the facilities used by their organization and the real property installed equipment therein. The facility manager, as the commander's representative, should have the authority and ability to perform the responsibilities.

2.3. The organization commander will designate an officer, E-4 and above, or civilian equivalent as primary and alternate facility manager for each building assigned to that organization and advise the 22 CES Customer Service Unit (CSU), in writing, of the assignment. Provide names, organization, office symbol, duty telephone numbers, home phone numbers and e-mail address on **Attachment 2**. The facility manager will obtain the proper coordination on **Attachment 5**. Any changes in facility managers will be sent in writing to 22 CES/CEOFC, 10 days prior to the desired change date. Management support is required to keep facility manager changes to a minimum, since frequent changes adversely affect the level of support that can be provided to the facility. Assigned managers should have at least one year retainability left on their assignment to be appointed.

2.4. If there is more than one organization located in a facility, the major user will assign the primary and alternate facility manager. An assistant facility manager may be appointed in multipurpose facilities for their respective areas if necessary. Assistant facility managers will report problems within their areas to the primary or alternate facility manager. Only the primary or the alternate should initiate or coordinate corrective action through CSU. Buildings not having a valid facility manager who has attended the mandatory training, may not receive routine maintenance and material support until such a time as the required obligation(s) have been fulfilled. Emergency requirements can be initiated by anyone.

3. Duties and Procedures:

3.1. The facility manager, in cooperation with occupants and users of facilities, is responsible for the care, custody, and protection of the assigned real property facility. Every effort should be exercised to safeguard the property from damage or loss. The facility manager serves in an administrative and advisory capacity.

3.2. Real Property Facility Manager Log. Facility managers will establish and maintain a folder for each facility to aid in the duties and responsibilities assigned. The folder should include the following, with other information added as deemed necessary by the facility manager.

- 3.2.1. MAFBI 32-1031, Work Request/ Work Order Processing
- 3.2.2. MAFBI 32-9002, Real Property Facility Manager Guide
- 3.2.3. MAFBI 32-2003, Fire Prevention and Protection
- 3.2.4. AF Form 2432, Key Issue Log

3.3. Key Control. Facility managers will ensure strict key control of their facility and establish procedures for turn-in of keys. A key control roster will be maintained and used as a tool in managing effective key control in facilities. All keys from personnel going PCS, on extended leave or on TDY for over 30 days will be repossessed and held for safekeeping by the facility managers until their return. All requests for keys will be initiated by the facility manager and forwarded to CSU on an AF Form 332, Base Civil Engineer Work Request, and will include facility number, room number (if applicable), facility manager's duty phone, and complete justification. Replacement keys for other than normal wear and tear will be the monetary responsibility of the individual to whom the keys were issued. Additional keys will be provided by CSU if justification is sufficient and the request is approved. All requests for master keys require the organization commander's signature.

3.4. Facility Security. The facility manager will establish a standard procedure for assuring their facility is secure from illegal entry. Rules for the opening and closing of facilities during normal duty hours, for after hours admittance, and security measures to be observed should be posted by the facility manager. Facility manager is responsible for all breaches in building security and must take corrective action.

3.5. Emergency Conditions. When emergencies occur, notify CE Customer Service Unit (x5734/5735) immediately describing the problem and what interim action is being taken or is required to minimize damage or loss to real property. After duty hours, phones will be forwarded to the alarm room at the Fire Department. Facility managers should be familiar with the location and operation of utility controls so they may be shut off in emergencies. The facility manager should maintain a log with the work order number provided by the facility maintenance controller. Date and time of completion should also be annotated.

3.6. Maintenance and Repair. Conducting monthly inspections of the assigned facility will readily identify maintenance and repair requirements and its real property installed equipment, with particular attention to doors, window, glass, lights, plumbing, heating, and ventilation air conditioning equipment, to determine the condition of the property. Needed maintenance and repair will be annotated on AF Form 1219, BCE Multi-Craft Job Order. Facility Maintenance personnel will conduct an inspection every 60 days on high use facilities and semi-annually on low use facilities to identify minor maintenance and repair. The facility manager is highly encouraged to accompany the Facility Maintenance supervisor on these inspections.

3.7. New Construction and Self-Help. When new construction or self-help is requested, AF Form 332 should be prepared by occupants and/or users of the building and forwarded to the facility manager for review. After reviewing the request, the facility manager should date and initial in one of the coordination blocks on the AF

Form 332. The facility manager should then obtain the signature of the organization commander or their designated representative. Assist and participate in periodic surveys of the assigned facility and furnish justification to support alteration and modification projects resulting from changes in the mission.

3.8. Custodial Services. Timely and effective custodial services inspections by the facility manager are imperative to ensure that all custodial services performed for the organization are accomplished in accordance with custodial services contract. Each facility manager must be familiar with the terms of the contract, areas to be serviced and frequencies of service. It is the duty of the facility manager to

ensure that all unsatisfactory or incomplete work is documented and reported to 22 CES/CEOE at extensions 3932 or 4458 with the dumpster number, facility number, and nature of problem.

3.8.1. As a general guideline, items should not extend out of the dumpster.

3.8.2. Recyclable items will not be discarded in the dumpsters. Refer to **Attachment 3** for McConnell AFB Recycling Plan.

3.9. Land Management and Ground Maintenance. Facility managers are responsible for the outside appearance of their facilities, out to 25 feet from the building, especially prior to VIP visits. For facilities with multiple squadrons, the squadron commanders must agree upon whom the responsibility of managing the facility exterior belongs. This also includes your flowerbeds and shrubs around your building. It is your responsibility to weed, plant, trim or remove dead plants/shrubs and trash. Facility managers are also responsible for clearing the sidewalks of their facility of snow and ice during the winter. Salt/sand will not be supplied by the Civil Engineering Squadron.

3.10. Fire Prevention. The facility managers/supervisors should ensure that fire prevention orientation and training of assigned personnel is conducted. Supervisors at all levels are accountable for the enforcement of sound fire prevention practices in their work areas. Inform the Fire Protection Flight, Technical Services section (x3901) if any fire extinguishers are discharged or damaged and to report any damage to installed fire protection systems. The facility manager or designated representative will accompany the fire inspector during any fire inspection conducted. Unit commanders, supervisors, and facility managers must take immediate action to correct fire hazards noted during fire prevention inspections, and return AF Form 1487, Fire Prevention Visit Report, with corrective action taken to the Technical Services section within the time limit established by the Fire Department. Specific guidelines and procedures can be found in MAFBI 32-2003.

3.11. Lost or Damaged Property as a Result of Negligence

3.11.1. If the individual(s) admits liability, a statement of acceptance will be typed in block 27 of the AF Form 332 and signed by the responsible individual(s). The AF Form 332 will be immediately forwarded to BCE. CE Customer Service will forward a copy of AF Form 332, cost estimate, and a letter requesting assistance, to the unit commander of the individual responsible for loss, damage or destruction.

3.11.2. Unit commanders will ensure that a DD Form 1131, Cash Collection Voucher, is prepared and payment is collected or a DD Form 200, Report of Survey, is initiated prior to the discharge, TDY, or PCS of the responsible individual. BCE will, upon completion of repair or replacement, notify the unit commander in writing of the actual costs so reimbursement can be collected on the amount. In the event responsible individual(s) are scheduled for discharge, PCS, or TDY, damages will be collected on estimates provided by CE Customer Service Unit. The unit commander will send a copy of the document showing evidence of reimbursement to CSU or Financial Management. CSU will make follow-ups to insure that losses due to damage or destruction of real property are fully and completely accounted for either through payment by those responsible or by relief through report of survey action.

3.11.3. Brief all facility occupants on their responsibility for the care, custody, and protection of the property including financial liability for loss and damage in excess of fair wear and tear. Encourage good housekeeping practices including conservation of utilities and establish procedures to ensure interior and exterior lights are switched off and the facility is secured when it is unoccupied.

3.12. Energy Conservation. The facility managers are the key to an effective energy conservation program. A primary function of the facility manager is energy conservation. With the support of unit commanders, they can ensure that the personnel using their facilities do not waste utilities or energy. The responsibilities of the facility manager for the conservation of utilities are defined in [Attachment 4](#).

3.13. Inform occupants that they are not to tamper with, replace, repair, or adjust electric equipment, including fuses and thermostats, heating and ventilation equipment such as radiators, registers, vents, and blowers.

3.14. The facility manager should ensure that occupants do not alter the arrangements of, move or remove permanent water, lights, heat, ventilation, air conditioning, plumbing, and related fixtures or other real property installed equipment.

3.15. When vacating a facility for disposal or other reasons, ensure that the facility is left in a clean and orderly condition. The facility manager duties are formally terminated when the property is completely vacated by the using organization, accepted by the Real Estate officer as vacant, and all keys turned in.

3.16. Prior to ordering any new equipment coordinate AF Form 601, Equipment Action Request, or AF Form 2005, Issue/Turn-in Request, through CSU. This must be done far enough in advance to allow the technicians opportunity to check the availability of and schedule utility connections/disconnections. Too often equipment on order for several months is not brought to their attention until arrival and requires immediate installation. Without adequate notification, the material required to make utility connections will not be available and the occupants will be deprived of the equipment until the material is bought and work scheduled.

3.17. Annually the facility manager will submit a facility self inspection checklist located in the Facility Manager's Handbook, A-6, along with submitting an annual recertification of personal data, A-7. The data will be used to ensure proper care and custody of the building is being accomplished. The personal data will be used to update the assigned facility manager list that is distributed to various agencies on base for after-hours emergency notifications.

CATHY C. CLOTHIER, Colonel, USAF
Commander, 22d Air Refueling Wing

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

AF Form 218, *Facility Fire Prevention Record*
AF Form 332, *Base Civil Engineer Work Request*
AF Form 601, *Equipment Action Request*
AF Form 1219, *BCE Multi- Craft Job Order*
AF Form 1487, *Fire Prevention Visit Report*
AF Form 2005, *Issue/ Turn-in Request*
AF Form 2432, *Key Issue Log*
DD Form 200, *Report of Survey*
DD Form 1131, *Cash Collection Voucher*
MAFBI 32-1031, *Work Request/ Work Order Processing*
MAFBI 32-2003, *Fire Prevention/ Fire Protection*
MAFBI 32-9002, *Real Property Facility Manager Guide*

Abbreviations and Acronyms

CE—Civil Engineering
CEV—Civil Engineering Environmental
CSU—Customer Service Unit
MFH—Military Family Housing
SAP—Satellite Accumulation Points

Attachment 2

REAL PROPERTY FACILITY MANAGER UPDATE LETTER



MEMORANDUM FOR 22 CES/CEOFC

Date: _____

FROM: _____

SUBJECT: Real Property Facility Manager Update

The following personnel are relieved as Real Property Facility Manager(s):

Primary

Name and grade: _____

Facility number(s): _____

Alternate

Name and grade: _____

Facility number(s): _____

The following personnel are assigned as Real Property Facility Managers effective: _____.

Primary

Name, grade, and office symbol: _____

Facility number(s): _____

Duty phone: _____

Home phone: _____

E-mail Address: _____

Alternate

Name, grade, and office symbol: _____

Facility number(s): _____

Duty phone: _____

Home phone: _____

E-mail Address: _____

Purpose of data collection is to positively identify managers, selected by organization commanders, to assist in maintaining organizational facilities. Data is routinely used by real property and emergency response personnel in the performance of a normal and/or emergency task of managing AF assets. Failure to provide information could result in improper management of AF assets. Disclosure is mandatory.

(Squadron Commander)

Attachment 3**MCCONNELL AFB RECYCLING PLAN**

A3.1. McConnell AFB Recycling Plan: In order to improve participation in recycling and to reach the Air Force goal of 40 percent solid waste diversion from landfill usage, a contractor has been retained to collect, sort, and process recyclables from on base and in Military Family Housing (MFH). The contractor has established routes based on participating buildings and building locations. Recyclables from these buildings are collected once a week, on the same day and in the same time frame weekly. Recycling collection points are located in universally accessible locations and may consist of a can crusher unit, several hanging bags, or a combination. Office and shop workers are provided personal recycling bins that they are responsible for emptying into the central hanging bags. The contractor replaces the bags for the offices on an exchange basis and takes the filled bags to the Recycling Center (Building 1090) for further sorting and processing.

A3.2. Recyclables to be collected: The recyclables that are collected in the buildings and work centers include: aluminum cans, tin can, paper, newspaper, and cardboard. These materials are collected in bags that make them easy to transport during pickups and keep losses due to blowing wind to a minimum. Additional recyclables may be added at a future date. Wooden pallets, glass, phone books, and compact disks are also recycled; however those materials must be delivered to the recycling center. There are trailers in the parking lot for the pallets and glass; compact disks and phone books may be delivered to the recycling center contractor. Batteries from base operations may be taken to the Hazardous Waste Temporary Storage Facility (Building 1096). Empty aerosol cans may also be taken to Building 1096, however work centers have Satellite Accumulation Points (SAPs) established for the collection of hazardous waste.

A3.3. Facility organization: Facility managers are responsible for managing the recycling program at their facility and should work closely with the Civil Engineer Environmental (CEV) office. The facility manager is assigned the duty of ensuring that each office within the facility contributes to the base-recycling program, and that their recycling bags are taken to the centralized pickup collection site. Also, this individual shall ensure that daily inspections of the dumpsters for his/her facility are performed. The CEV office will provide educational guidance and equipment support for each facility to maximize recycling efforts.

A3.4. Recyclable collection routes. The following schedule identifies which buildings are picked up on which day. For a more exact estimate concerning when a particular building will be picked up, call the Recycling Center (x6626).

A3.4.1. Monday: 314, 313, 352, 337, 338, 327, 408, 412, 810, 522, 806, 190, 850, 852, 340, 342, 350, 316, and 1290.

A3.4.2. Tuesday: 2090, 1220, 1218, 1120, 1112, 1186, 1185, 1115, 1200, and 1183.

A3.4.3. Wednesday: 1169, 1170, 1171, 1176, 1127, 1129, 510, 1090, 1092, 1106, 1166, and 1107.

A3.4.4. Thursday: 750, 739, 732, 795, 1099, 1096, 946, 951, 515, and 384.

A3.4.5. Friday: 990, 948, 980, 969, 938, 695, 691, 696, 692, 697, 699, 693, 684, 642, 670, 683, 710, 706, 714, 250, 1330, DRMO, 1541, 976, and 70.

Attachment 4**ENERGY CONSERVATION**

A4.1. Energy Conservation. The Real Property Facility Managers are the key to an effective energy conservation program. A primary function of the facility manager is to ensure personnel using their facilities do not waste utilities or energy.

A4.2. The responsibilities of the facility manager for the conservation of utilities are as follows:

A4.2.1. Heating

A4.2.1.1. Facility temperature levels will not exceed the current standard for heating (maximum 72 degrees Fahrenheit).

A4.2.1.2. Unoccupied areas/facilities will be closed off and the temperature reduced to 60 degrees Fahrenheit minimum at night and on weekends where possible.

A4.2.1.3. Storm windows and doors will remain in place.

A4.2.1.4. Windows and doors will remain closed.

A4.2.1.5. Hot water will be set at 105 degrees Fahrenheit maximum, except for health requirements such as in dining facilities, etc.

A4.2.2. Lighting/electricity

A4.2.2.1. Unoccupied rooms will have the lights turned off.

A4.2.2.2. Use large electrical equipment before 1100 and after 1700, Monday through Friday, to restrict the base peak electric demand.

A4.2.2.3. Exterior lights will not be operated during daylight hours and will only be on if required at night.

A4.2.2.4. Incandescent bulbs will be replaced with ones of smaller wattage to provide minimum lighting consistent with safety and security. In high use areas, replace incandescent bulbs with compact fluorescent lights (not closets).

A4.2.3. Air conditioning

A4.2.3.1. Air conditioning levels will not be lower than the current standard except for special areas such as computer centers and hospitals (minimal 75 degrees Fahrenheit).

A4.2.3.2. Thermostats will be set to 85 degrees Fahrenheit or turned off at night and on weekends where possible.

A4.2.3.3. Doors and windows will remain closed.

A4.2.4. Water

A4.2.4.1. Running or leaking restroom fixtures will be reported to CE Customer Service unit immediately.

A4.2.4.2. Drinking fountains will not be jammed open for continuous flow.

A4.2.4.3. Manual lawn irrigation will be applied between 0600 and 1200 only and limited to 30 minutes for any one area.

NOTE: Deviations to this shall comply with city water restriction policies for the base. Automatic sprinkler systems shall be set for the appropriate day and time.

A4.2.5. Other

A4.2.5.1. Employees will be encouraged to wear clothing consistent with the season.

A4.2.5.2. Requests for approval of all portable electric heaters and coffee pots will be submitted to the unit commander and supervisor by the respective facility manager.

A4.2.5.3. The facility manager should request assistance on the following items from their Facilities Maintenance Foreman:

A4.2.5.3.1. Change in thermostat settings.

A4.2.5.3.2. Reduction in lighting levels (if disconnection is required).

A4.2.5.3.3. Water, steam, and natural gas leaks.

A4.2.5.3.4. Broken windows and doors.

A4.2.5.3.5. Facility winterization (if the facility is vacant).

A4.2.5.4. The facility manager will centralize and minimize the use of coffee pots within his/her building, and reduce electric loads by disconnecting coffee pots when not in use. The facility manager will be contacted when any utility abuse is observed. Therefore, the facility manager should have a dynamic conservation program that reaches every occupant of his/her facility. Energy conservation saves money, pollution, and the future!

Attachment 5

FACILITY MANAGER INBRIEF

Facility Manager's Name _____	Primary/Alternate (circle one)
Facility Number(s) _____	Duty Phone _____

A5.1. To ensure required areas of responsibility are covered the checklist below must accompany you to the facility manager briefing. Please call the Fire Department prior to attending so they can have your certificate available to you at the class.

Figure A5.1. Facility Manager Inbriefing Checklist

Custodial Bldg 695
Maintenance Engineering Ext 3932

Jackie _____

Sharon _____

Fire Department Bldg 1200
Tech Services Ext 3904 **Call before attending the class** _____

CE LOCK SMITH
Bldg 693 Ext 5734, 5735 _____

CE Customer Service
Bldg 693 Ext 5734, 5735 _____

Recycling Program
Bldg 948 Ext 3924 _____

A5.2. PLEASE BRING CHECKLIST ALONG WITH YOUR APPOINTMENT LETTER FILLED OUT AND SIGNED BY YOUR COMMANDER TO THE FACILITY MANAGERS BRIEFING ON THE LAST WEDNESDAY OF THE MONTH AT 9 AM AT BUILDING 696.