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Civil Engineering

**FACILITY MANAGER'S GUIDE
AND RESPONSIBILITIES**

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This pamphlet implements Air Force Instruction (AFI) 32-1001, *Operations Management*; provides an effective Facility Manager Program by establishing responsibilities, procedures and practices for the effective care, control, maintenance, and protection of Air Force (AF) real property facilities and equipment. This guidance applies to all units, functions, contractors, tenants, or activities assigned facility space or operating on property under the jurisdiction of Scott AFB. Property responsibility for family housing residents is covered in other directives. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. A bar (|) indicates revisions from previous edition.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Expands facility manager's responsibilities; adds an overview to the Civil Engineering work process; adds the Facility Manager's HVAC Inspection Checklist; adds the Occupational IAQ Medical Surveillance Checklist; adds the IAQ Medical Questionnaire; adds the Scott AFB Work Order Process Flow Chart; and adds **Attachment 1**, Glossary of References and Supporting Information. A bar (|) indicates changes since the last edition.

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Chapter 1

GENERAL INFORMATION

1.1. Facility Manager Program Objectives. The primary objectives of the Facility Manager's Program are to:

1.1.1. Ensure organizations and facility managers properly care for and execute their duties and responsibilities as users of government property.

1.1.2. Assist organizations and facility managers in carrying out their duties by providing information on Civil Engineer (CE) support, priorities, processes, and policies.

1.2. Facility Manager Program Overview. In order for this program to be effective, basic requirements must be followed:

1.2.1. An effective program requires active and knowledgeable facility managers with the support of all facility occupants.

1.2.2. Commanders are responsible for establishing and enforcing this program in each facility assigned to the unit.

1.2.3. Facility managers must manage/execute their responsibilities in accordance with (IAW) the guidelines established in this instruction.

1.2.4. All military and civilian personnel will support facility managers in executing their collective responsibilities regarding the use, care, and protection of real property.

Chapter 2

GENERAL RESPONSIBILITIES

2.1. Base Civil Engineer (BCE). The BCE, at the direction of the Base Facilities Board, is responsible for operating, maintaining, repairing, and constructing AF real property and real property installed equipment (RPIE) to accomplish the mission most economically. The following are more specific BCE responsibilities:

- 2.1.1. Assignment, transfer, or termination of the use or occupancy of real property facilities under the control of Scott AFB.
- 2.1.2. Monitor and control space used within buildings and the use of other base real property assets by AF and associated activities.
- 2.1.3. Custody of vacant real property facilities for which the obligated organization has been given a formal release.
- 2.1.4. Maintain capability to correct any emergency condition 24-hours a day.
- 2.1.5. Provide reliable utilities to meet readiness requirements, maintain quality of life, and satisfy installation needs.
- 2.1.6. Provide base support services (i.e., pest control, grounds maintenance, refuse, etc.).
- 2.1.7. Accomplish work requirements with available resources quickly and establish standards to address quality, customers' needs, and mission requirements.
- 2.1.8. Establish a system to provide customers with the means to accomplish work requirements using their own resources, such as labor, materials, equipment, or funds.

2.2. Organizational Commanders/Agency Chiefs. Organizational commanders/agency chiefs assume responsibility for the care, custody, and protection of all facilities assigned to the organization by the Facilities Board. Ownership responsibilities will end only when the Base Real Property Office has provided the obligated organization written notice to that effect. The following are more specific commander/agency chief responsibilities:

2.2.1. The commander or agency chief must designate, in writing, a primary and alternate facility manager for each building assigned to the organization. Facility managers must be an officer, NCO, or civilian with at least 12-months retainability and sufficient authority and ability to perform their assigned duties. Facility managers should serve a minimum term of 12 months to ensure program continuity and minimize disruption to facility occupants due to frequent facility manager changes. When practical, facility managers should work in the facility or close proximity to the facility where they are an appointed manager. A copy of the appointment letter must be forwarded to CE Customer Service, 375 CES/CEOC, and should include all information listed on [Attachment 2](#), Facility Manager's Appointment Letter.

2.2.1.1. In multipurpose facilities, the user with the most floor space is defined as the major user. Major users must appoint a primary and alternate facility manager for the overall facility. Other organizations must appoint alternate facility managers responsible for their unit's portion of the facility. Alternates can process actions for their respective units through CE, but they should coordinate work requests with the major user/primary facility manager. By doing so, the primary facil-

ity manager will be able to keep track of what is planned and being accomplished for the overall facility.

2.2.2. Commanders must ensure that no facility alterations, additions, or construction is accomplished without prior CE approval on AF IMT 332, **Base Civil Engineer Work Request**. Civil Engineering approves all work in real property facilities, regardless of the method of accomplishment. Therefore, work that is to be accomplished by self-help or contract by requester (i.e., AF IMT 9, **Request for Purchase**, Government Purchase Card (GPC), etc.) requires CE approval.

2.2.3. Commanders must ensure no change is made in the use of real property without approval of the Facilities Board.

2.2.4. Commanders must ensure real property and installed equipment is not removed, relocated, altered or otherwise changed, without prior approval from CE.

2.2.5. Commanders must ensure vacated buildings are left in a clean condition, undamaged, except for fair wear-and-tear, and adjacent grounds have been properly policed, until transferred back to CE.

2.3. Facility Managers. Facility managers assume responsibility for the proper care, custody, and protection of the facilities for which they are appointed as managers. In the performance of their duties, facility managers regularly work with various CE activities to coordinate CE support. The next two sections of this guide outline facility manager responsibilities and provide useful information for facility managers on CE support and operations.

Chapter 3

FACILITY MANAGER RESPONSIBILITIES

3.1. Appointment, Training, and Reassignment.

3.1.1. Appointment. A primary and alternate facility manager is appointed, in writing, for each facility or portion of a facility assigned to the organization. Facility managers must be an officer, NCO, or civilian equivalent, with at least 12-months retainability and sufficient authority and ability to perform their assigned duties. Facility managers should serve a minimum term of 12 months to ensure program continuity and minimize disruption to facility occupants due to frequent facility manager changes. Home phone or cell phone numbers for all facility managers are required in the event of an emergency such as a security breach, fire, or network failure. This information is protected by the Privacy Act of 1974 and is used FOR OFFICIAL USE ONLY.

3.2. Training. Facility managers are responsible for attending annual training as provided by CE (mandatory briefing, computer-based training, etc). This training will address facility manager responsibilities, as well as CE work procedures, priorities, and work methods. In addition to training provided by CE, outgoing facility managers are required to brief new managers on the facility-specific details of their program.

3.3. Reassignment. Facility managers are responsible for submitting new facility manager appointment letters to CE Customer Service, 375 CES/CEOC, 30 days prior to any change. This will allow sufficient time for the outgoing facility manager to transfer facility-specific training information/documentation to the new facility manager.

Chapter 4

GENERAL CARE, PROTECTION, AND MINOR MAINTENANCE.

4.1. General Care, Custody, and Protection. Facility managers are responsible for ensuring the proper care, custody, and protection of their assigned facilities. To accomplish this, facility managers must:

- 4.1.1. Brief occupants on their collective responsibilities for the care, custody, and protection of real property to include pecuniary liability for damage or loss due to negligence, misuse or abuse.
- 4.1.2. Ensure that users of real property facilities do not tamper with, replace, repair, or adjust RPIE, including electrical equipment, thermostats, heating and ventilating equipment, air conditioners, vents, blowers, fixtures, or other installed equipment.
- 4.1.3. Ensure occupants do not alter, modify, move or remove permanent water, heating, lighting, ventilation, air conditioning, plumbing, and related fixtures or other RPIE.
- 4.1.4. Assist CE, your unit commander, and others in determining financial liability and charging responsible persons for known or suspected cases of facility damage or abuse due to negligence, misuse, or willful misconduct. Facility managers will assist in preparing a statement of charges or report of survey for damages to the facility and/or real property installed equipment.

4.2. Minor Maintenance. Facility managers perform minor maintenance tasks as needed to keep their facilities, equipment, appliances, and premises in a state of repair expected of any property owner. In particular, facility managers must:

- 4.2.1. Conduct monthly inspections of their facility to assess its overall condition including the presence of mold on all surfaces, as well as the condition of doors, windows, lights, plumbing, and Heating Ventilation and Air Conditioning (HVAC) Systems. A sample facility inspection checklist is provided in [Attachment 5](#), Facility Manager's Checklist.
- 4.2.2. Ensure HVAC systems are routinely inspected. Use the Facility Manager's HVAC Inspection Checklist listed in [Attachment 8](#) when complaints of excessive heat, cold, humidity, and dust in the facility are received. Contact CE Customer Service to place a service call to correct any problems noted during these inspections.
- 4.2.3. Be aware of heating and cooling changeover periods. Due to vast differences in HVAC System designs, not all facilities have the capability to change from heating to cooling on the same day. Several facilities require a 30-day "no heat/no cool" changeover period in the spring and fall to allow HVAC technicians to perform maintenance and prepare each system for heating or cooling operations. The 30 day "no heat/no cool" changeover period will vary depending on long-term temperature trends, not on isolated hot or cold temperature spells. If you are not sure if your facility falls into this category, please contact CE Customer Service.
- 4.2.4. Make minor repairs to their facilities (i.e., plunge stopped-up sinks or toilets, glue loose wall paper, change light bulbs/tubes, replace ceiling tiles, etc.).
- 4.2.5. Change out all light bulbs/tubes that are 10 feet high and under. Facility managers are responsible for purchasing and stocking small supplies of standard light bulbs/tubes. CE changes out lights above 10 feet or lights located in hazardous locations (such as stairwell) with user-provided light

bulbs/tubes. **Exception:** CE provides and replaces specialty lights such as street lights, high level hangar lighting, emergency lighting, etc.

4.2.6. Accomplish minor owner/user mold remediation as needed. Minor owner/user mold remediation involves cleaning mold from surfaces using rubber gloves, a sponge or steel wool, and a bucket of warm soapy water or 10 percent bleach solution at facility manager's discretion. When minor owner/user mold remediation fails to keep the problem from spreading, submit an AF IMT 332 to CE Customer Service for evaluation. All corrective facility work, if any, will be subject to the availability of funds.

4.2.7. Identify and report all other facility or real property installed equipment repairs to CE Customer Service.

Chapter 5

INTERNAL HOUSEKEEPING

Facility managers are responsible for ensuring the following internal housekeeping duties are accomplished:

5.1. Custodial Contract Duties. If contracted janitorial services are provided in your facility, facility managers are responsible for:

5.1.1. Obtaining a copy of all custodial contract information pertaining to your facility from CE's Custodial Quality Assurance Evaluator (QAE). This information will include a copy of the statement of work, and if available, a facility floor plan outlining the areas covered under the contract and the level of service. If facility changes occur that affect the areas to be serviced due to facility alterations or portions of the facility being vacated during a facility renovation, facility managers must notify the Custodial Contract QAE so adjustments can be made to the contract.

5.1.2. Monitoring and inspecting all services provided and reporting any discrepancies through appropriate channels. Building occupants must up-channel complaints through the facility manager. In turn, the facility manager contacts the janitorial service supervisor and gives them the opportunity to try to resolve the discrepancy. If the discrepancy cannot be resolved, the facility manager contacts CE's Custodial QAE to work the issue.

5.1.3. Requesting custodial contract changes by submitting an AF IMT 332 to CE Customer Service. The request will be forwarded to the Custodial Contract QAE for a cost estimate. The requested change, along with the cost estimate, is forwarded to the 375 CES/CEO, Operations Flight Commander, for approval consideration. Approval of contract changes often hinge upon the availability of funds.

5.1.4. For facilities not covered under the contract, facility managers are responsible for ensuring the occupants regularly dispose of trash and clean their facility as needed.

5.2. Recycling Duties. Facility managers are responsible for ensuring recyclable materials are properly collected, prepared, sorted, and delivered to facility recycling collection points or the base recycling center. If a recycling monitor is appointed, the facility manager works with the recycling monitor to ensure these tasks are accomplished. More information on recycling is covered in the Environmental Awareness Section of this pamphlet.

5.3. Housekeeping Duties. Finally, facility managers are responsible for ensuring occupants employ good housekeeping practices to prevent fire/safety hazards and to minimize the attraction of pests.

Chapter 6

EXTERNAL HOUSEKEEPING DUTIES

Facility managers are responsible for ensuring the following external housekeeping duties are accomplished:

6.1. Grounds Maintenance/Protection Duties. Contract grounds maintenance is provided to most facilities on Scott AFB; however, facility managers and building occupants are responsible for the general upkeep of the grounds surrounding their facilities. To ensure the grounds around their facilities are properly maintained, facility managers will:

- 6.1.1. Purchase, stock, and maintain a small supply of trash bags, brooms, rakes, snow shovels, etc., as needed to carry out their responsibilities.
- 6.1.2. Establish and carry out periodic policing details to keep the grounds, sidewalks, curbs, and pavements surrounding the facility free from trash and unsightly debris IAW SCOTTAFBI 32-1004, *Maintenance of Structures and Grounds*.
- 6.1.3. Ensure occupants do not carry out any digging without a CE approved AF IMT 103, **Base Civil Engineering Work Clearance Request**. Personnel will be held financially liable for all damage resulting from unauthorized or careless digging (i.e., ignoring precautionary measures on an approved AF IMT 103).
- 6.1.4. Enforce parking instructions as required.
- 6.1.5. Keep vehicles and related equipment off grass to prevent ruts and damage to underground sprinkler systems or utilities.
- 6.1.6. Monitor contracted grass cutting, tree trimming, leave raking, and irrigation services provided and report any concerns or discrepancies to CE's Grounds Maintenance QAE.

6.2. Snow Removal Duties. In accordance with AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, and Scott AFB Snow and Ice Plan, facility managers are responsible for:

- 6.2.1. Removing snow and ice from sidewalks, stairs, entryways, and fire hydrants and for putting down sufficient grit/deicing material to allow safe facility access or evacuation.
- 6.2.2. Purchasing and stocking a small supply of "approved" deicing material. The Self-Help Store may provide limited quantities of deicing material to facility managers when funds are available.
- 6.2.3. Coordinating the clearance of parking lots when required to enable effective snow plow operations.

6.3. Refuse Contract Duties. In support of the refuse or trash collection contract, facility managers are responsible for:

- 6.3.1. Ensuring recyclable materials, hazardous materials, oversized items (i.e., pallets, furniture, appliances, etc.), construction waste, cement/concrete, etc., are not placed in dumpsters.
- 6.3.2. Ensuring areas around dumpsters are kept clean and accessible to trash collection vehicles.

6.3.3. Contacting CE's Refuse Contract QAE for disposal advice or if you have any questions or concerns regarding trash collection services.

Chapter 7

PEST CONTROL

Facility managers will:

7.1. Ensure occupants employ facility management practices that minimize rodent and insect attractions such as good housekeeping and proper storage/disposal of food.

7.2. Utilize approved self-help materials and methods to control minor infestations of pests that *do not* pose a significant health hazard or destroy AF property.

7.2.1. These pests include: cockroaches, ants (except carpenter ants), centipedes, crickets, earwigs, firebrats, flies, silverfish, sow bugs, mice, and miscellaneous flying and crawling insects. It includes minor infestations of fire ants, wasps, and wasp nests as well.

7.2.2. Pesticides and mouse traps are available at the Base Self-Help Store, Bldg 57. Self-help methods must be used for 30 days before CE will respond. If no self-help measures were used, facility managers will be instructed to use self-help methods first.

7.3. Request CE pest control support when:

7.3.1. The pests pose a significant health hazard. These pests include rats, snakes, other wild animals, and large bees/wasp nests.

7.3.2. The pests can destroy AF property. These pests include termites, carpenter ants, and wood boring beetles.

7.3.3. Self-help methods fail to control nonhazardous and nondestructive pests within 30 days.

Chapter 8

EMERGENCY MANAGEMENT PROGRAM

This action is an integrated program to coordinate and organize efforts to manage, prepare for, respond to, and recover from the direct and indirect consequences of chemical, biological, radiological, nuclear and explosives; terrorist use of weapons of mass destruction (WMD), conventional weapon attacks, major accidents, and natural disasters.

8.1. Unit EM representatives receive training from CE's Readiness Flight. These representatives work with their unit control centers (UCC), facility managers, and unit personnel, act as a liaison between their unit and 375 CES/CEX, ensure the unit provide functional support to the installation EM program, and provide disaster information to unit personnel.

8.2. Under the EM program, facility managers are responsible for:

8.2.1. Establishing facility-specific warning and notification procedures to quickly relay information and implement facility-level EM actions as needed.

8.2.2. Implementing all facility-level response actions as outlined in all applicable base checklists. The following paragraphs cover some facility manager responsibilities under the most common checklists facility managers respond to including natural disaster/severe weather checklists, force protection condition (FPCON) checklists, and shelter-in-place (SIP) checklists.

8.2.3. Natural Disaster/Severe Weather Checklist. As a facility manager, you are responsible for notifying facility occupants on the procedures they need to follow before, during, and after severe weather storms (windstorms, tornados, extreme cold, etc). Additionally, facility managers are responsible for ensuring facility-level response actions are implemented and completion is reported to their UCC (if activated).

8.2.4. FPCON Checklists. Facility managers are responsible for being familiar with all facility level actions they are responsible for performing under each FPCON Checklist (Alpha through Delta). Additionally, facility managers are responsible for executing facility-level FPCON measures as required. Some measures include:

8.2.4.1. Ensuring FPCON signs are posted and kept current on entry doors.

8.2.4.2. Ensuring FPCON facility manager/owner/user security actions are implemented for their facility IAW base FPCON checklists.

8.2.4.3. Minimizing facility entrances and establishing entry control points to conduct personnel identification checks and/or inspect packages when required.

8.2.4.4. Implementing random antiterrorism measures (RAM) as instructed by the Base Antiterrorism and Force Protection (ATFP) office or your unit ATFP monitor.

8.2.5. SIP Checklists. SIP procedures are safety measures that communities implement during a chemical emergency to avoid or minimize the health risks associated with exposure to a hazardous chemical release. These procedures are also followed to protect personnel from terrorist use of WMDs. Under the SIP program, facility managers are responsible for:

8.2.5.1. Identifying SIP rooms in their facilities. To maximize protection, ensure the room:

- 8.2.5.1.1. Has as many barriers (walls, doors, etc.) as possible to limit or slow agent entry.
 - 8.2.5.1.2. Has no (or as few as possible) windows or outside doors.
 - 8.2.5.1.3. Is located above the ground floor in multi-story buildings.
 - 8.2.5.1.4. Is large enough to accommodate personnel. Allow 10 square feet of floor space per person when calculating space requirements. Multiple SIP rooms may be required to accommodate all facility personnel. Consider using break areas, conference rooms, or hallways with few or no windows as shelter areas.
 - 8.2.5.1.5. Has a telephone (regular or cellular).
 - 8.2.5.1.6. Has a fire extinguisher.
- 8.2.5.2. Purchasing, storing, and maintaining SIP kits for each shelter area. Each kit should be stored in or very near the selected shelter. As a minimum, SIP kits must include:
- 8.2.5.2.1. Pre-cut plastic sheeting to cover and seal off all windows, vents, and doors in the shelter area.
 - 8.2.5.2.2. Rolls of duct tape to secure the plastic sheeting.
 - 8.2.5.2.3. Battery-operated radio with fresh batteries.
 - 8.2.5.2.4. Flashlight with fresh batteries.
 - 8.2.5.2.5. Enough towels to block the bottoms of each door in the room.
 - 8.2.5.2.6. Bottled water to wet the towels needed for sealing door bottoms and drinking.
 - 8.2.5.2.7. First-aid kit.
- 8.2.5.3. Developing SIP checklists tailored to their facility.
- 8.2.5.4. Training facility occupants on SIP locations and procedures. Additionally, facility managers should conduct practice SIP exercises and drills to ensure occupants fully understand the facilities SIP procedures.
- 8.2.5.5. Coordinating with CE to shutdown the facility's HVAC System, if required (this may be remotely controlled by a computer).
- 8.2.6. For information regarding the base EM Program, contact CE's Readiness Flight, 256-4831.

Chapter 9

FACILITY SECURITY AND KEY CONTROL

9.1. Facility Security. Facility managers are responsible for:

- 9.1.1. Establishing and publishing security procedures for opening and closing the facility to ensure the facility is secure at all times.
- 9.1.2. Responding immediately to secure their facilities when found unsecured.
- 9.1.3. Maintaining positive key control.
- 9.1.4. Executing facility-level FPCON measures as required under the EM Program.

9.2. Key Control. Facility managers are accountable for the security of all keys servicing their facilities, and they must establish security procedures to ensure no keys are duplicated without their personal knowledge or approval. Specifically, facility managers will:

- 9.2.1. Acknowledge receipt of and be responsible for all keys to their facility, to include the redistribution of keys to other occupants or users as directed by their commander.
- 9.2.2. Establish/maintain a key control log on an AF IMT 2432, **Key Issue Log**, or a locally produced key log to account for all keys issued.
- 9.2.3. Repossess all keys from holders when they PCS, retire, or terminate employment.
- 9.2.4. Request duplicate keys or lock change requests on an AF IMT 332.
 - 9.2.4.1. CE Customer Service will only issue and accept requests for keys from the primary or alternate facility manager. Requests for more than five keys at a time or repeated requests for additional keys in the same facility will be closely scrutinized by CE to determine the cause. If CE determines the keys are required due to a lack of key control or unit negligence, the user will be responsible for paying for the additional keys.
 - 9.2.4.2. Additionally, lock replacement requests will be closely scrutinized by CE to determine the cause. If new locks are requested due to lost keys or unit negligence, the user will be responsible for funding the lock replacement requirement and all associated keys.
- 9.2.5. Sign for, secure, and maintain control of facility master keys. CE will only issue two master keys per facility. These keys will be held and maintained by the commander and facility manager. If more than two master keys are required, a letter of justification signed by the unit commander must accompany the AF IMT 332 stating why additional master keys are required. When facility managers/commanders change, arrangements must be made with the CE Lock Shop to transfer responsibility of "master" keys from one individual to another. If a master key is lost, the individual/unit that signed for the key will be responsible for funding the rekeying of all locks affected.
- 9.2.6. Ensure transfer of facilities from one manager to another includes a transfer of all applicable keys. When a unit vacates a building, the facility manager is responsible for collecting, labeling and turning in all keys to CE's real property office.

Chapter 10

FIRE PREVENTION

The Fire Prevention Program is set up and maintained to ensure fire/life safety in all facilities on Scott AFB. This task is accomplished through education and training of all personnel assigned to base facilities. In order to achieve these goals, facility managers have a broad range of responsibilities to fulfill. The facility manager is the point of contact for all fire-related issues within their facility. Furthermore, facility managers are responsible to their unit commanders for the fire safe condition of their facilities. In summary, facility managers are responsible for:

10.1. Complying with fire prevention responsibilities and guidance contained in AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, and SCOTTAFBI 32-2001, *Fire Prevention Program*. This includes ensuring facility occupants comply with all fire prevention directives.

10.2. Maintaining a facility fire safety folder that contains:

10.2.1. A floor plan that identifies the locations of all fire extinguishers, exit lights, emergency lights, exits, and smoke/fire barriers. This floor plan is extremely useful during inspections, self-help projects, and fire evacuation planning.

10.2.2. A list of fire extinguishers and locations and documentation of fire safety inspections. This includes facility manager inspection documentation on inspected fire extinguishers, emergency lighting, exit lighting, and fire drills, as well as documentation related to thermostat calibrations and hood and duct cleaning in kitchen facilities.

10.2.3. A copy of all issued AF IMT 1487, **Fire Prevention Visit Reports**.

10.2.4. A copy of all open AF IMTs 332 for correcting fire deficiencies.

10.2.5. A current copy of SCOTTAFBI 32-2001.

10.2.6. Other fire prevention correspondence.

10.3. Accompanying the fire inspector during all scheduled, unscheduled, or no-notice inspections/visits. After inspection, facility managers are responsible for promptly implementing corrective actions for any fire safety deficiencies noted. When hazards and deficiencies are noted that can't be corrected on the spot, AF IMT 1487 will be issued.

10.3.1. The facility manager is responsible for completing the back portion of the AF IMT 1487, Copy 1, stating the corrective action. Corrective actions may be an on-the-spot correction, in-house correction, or AF IMT 332-initiated correction. Then, Copy 1 is signed by the functional manager (i.e., squadron commander) and returned to the base Fire Prevention Section (375 CES/CECP) on or before the suspense date. Copy 2 is maintained by the facility manager in the facility fire prevention folder.

10.3.2. If a serious fire hazard (Fire Safety Deficiency Code 1, 2, or 3) is not corrected within 30 days of discovery, the facility manager must initiate AF IMT 3, **Hazard Abatement Plan**, IAW AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*.

10.4. Conducting monthly fire inspections of their facilities. Facility fire inspections will be documented on an AF IMT 3130, **General Purpose**, or a locally developed tracking sheet. Each element of the internal fire inspection must be documented on the form/tracking sheet. The monthly fire inspection will include the following:

10.4.1. Inspecting fire extinguishers to ensure they are operational. Extinguishers requiring service or replacement must be taken to the Extinguisher Maintenance Shop for servicing and returned to their designated locations.

10.4.2. Visually inspecting all installed fire alarm and detection systems, manual pull boxes, detectors, standpipes, and installed fire suppression systems to ensure all devices are not damaged, obstructed, or blocked.

10.4.3. Checking fire doors and all exits to ensure they are not blocked and in good working order.

10.4.4. Ensuring all exits are properly marked. Exit signs shall not be obstructed and self-illuminating signs must be kept operational.

10.4.5. Testing of all exit lighting.

10.4.6. Testing of all emergency lighting in administrative, storage, industrial, mercantile, health care, educational, and public assembly facilities. Emergency lighting must not be obstructed and should be designed to illuminate paths of egress.

10.4.7. Inspecting facility electrical safety practices. Avoid the use of extension cords; however, recommend the use of power strips. Remind personnel to power down electrical equipment if it will be left unattended or not used for an extended period of time (i.e., fans, heaters, window A/C units, etc.).

10.4.8. If portable electrical heating devices are used, ensure that these devices are UL-approved and are fitted with an automatic tip-over shutoff switch. These devices must not be plugged into systems furniture, and they are not allowed for use in fuel labs, fuel cell maintenance areas, or flammable/com-bustible storage areas. Additionally, portable electric heating devices must be turned off and unplugged when not in use or left unattended.

10.5. Notifying the Fire Department Alarm Room, 256-5130, or the Fire Prevention Office, 256-7212, of any potential fire/safety hazard or if detectors with activation lights are lit or become activated.

10.6. Ensuring fire lanes and fire hydrants are clear/unobstructed at all times, to include snow and ice removal.

10.7. Training all facility personnel on fire reporting procedures, the location and use of fire extinguishers/alarm pull boxes, fire suppression systems and emergency evacuation procedures. Document Fire Prevention/Safety training on AF IMT 55, **Employee Safety and Health Record**, IAW AFI 91-301 or other applicable training products.

10.8. Ensuring emergency phone number stickers are posted on all telephones. Stickers may be obtained from the Fire Prevention Office.

10.9. Ensuring safe smoking practices are enforced and limited to designated smoking areas.

10.10. Ensuring that boiler/mechanical rooms, attics, areas under stairways, and equipment rooms are not used for storage of any kind.

10.11. Ensuring the facility is left in a fire-safe condition at the end of each business day.

10.12. Requesting 375 CES/CEFP inspect the facility prior to any major special event, especially when temporary combustible decoration or alterations are planned.

10.13. For more assistance, contact CE's Fire Prevention Office, 256-3378.

Chapter 11

ENERGY MANAGEMENT

Facility managers are responsible for emphasizing utility conservation awareness within their facilities and supporting the base energy manager as needed. As a minimum, facility managers will:

- 11.1.** Conserve electricity by turning off nonessential lightings during daylight hours and by turning off equipment and appliances when not in use.
- 11.2.** Close windows and doors during heating and cooling seasons.
- 11.3.** Ensure office heating is set to 70 degrees. When unoccupied at night or over weekends, heating will be set 10-15 degrees cooler.
- 11.4.** Ensure office cooling equipment (if provided) is set to 76 degrees, unless specialized equipment requires cooler operating temperatures based on equipment specifications/technical data.
- 11.5.** Ensure hot water is set to 110 degrees. In dining and dishwashing facilities, hot water temperatures are set to 140 degrees or manufacturer-recommended settings.
- 11.6.** Upon notification of peak electrical demand, facility managers will ensure occupants decrease their electrical loads/demand by complying with procedures outlined in SCOTTAFBI 32-1006.

Chapter 12

ENVIRONMENTAL AWARENESS

All operations on DoD installations must comply with environmental laws. To ensure facility-level compliance, facility managers must be “environmentally aware” about the functions of CE’s Environmental Flight, as well as the impact of their operations on the environment.

12.1. Environmental Flight functions. The following information provides insight into the functions of CE’s Environmental Flight:

12.1.1. Environmental Compliance. This section oversees environmental regulatory laws at the federal, state, and local level, while addressing overall environmental quality objectives and comparing risk across programs. It also incorporates a planning element that is responsible for evaluating and assessing current and future operations, procedures, and processes as they relate to the National Environmental Policy Act (NEPA). The AF program that addresses NEPA compliance is the Environmental Impact Analysis Program (EIAP). These processes function as a working group to review work orders, identify environmental discrepancies, and develop plans to correct environmental deficiencies. Training is provided to base employees to enhance environmental awareness or to increase knowledge and expertise.

12.1.2. Environmental Restoration. This element administers the Installation Restoration Program (IRP). This element is responsible for identifying sites that were environmentally contaminated from past practices and implementing proper remedial actions for restoring sites. Sites are restored to allow for future compatible reuse. There are several restoration sites on base. IRP managers review all AF IMTs 332 to ensure compatible land use at these sites.

12.1.3. Natural and Cultural Resources. This section establishes, coordinates, and maintains the Natural Resources Management Program in compliance with local, state, and federal agencies. This program encompasses the management of forests, plants, fish, wildlife, and natural resource activities. This element also integrates historical and archeological preservation requirements through planning and management, while encouraging rehabilitation and adaptive use of significant historical resources.

12.1.4. Pollution Prevention. The base operates a mandatory recycling program for all facilities. All of the following materials must be collected at your facility: paper, cardboard, magazines/newspapers, plastic, aluminum/steel cans, glass, toner, and inkjet cartridges, scrap metals (steel, aluminum, etc.), pallets. Recycling containers can be obtained from the Pollution Prevention Manager, 256-2186, Bldg 56. The Hazardous Material Pharmacy (HAZMART) monitors, approves, and tracks all hazardous material purchased or consumed on the base, including those items purchased via AF IMTs 9, contracts, or GPC cards. Every hazardous material item must first obtain approval on AF IMT 3952, **Chemical Hazardous Material Request/Authorization** from the HAZMART before the item is purchased or used. A barcode will be generated and must be placed onto the item. The correct Material Safety Data Sheet (MSDS) and approved AF IMT 3952 must be maintained in a binder. All hazardous materials should be properly labeled and stored.

12.1.4.1. The HAZMART is located in Bldg 555 and can be reached at 256-5962. HAZMART hours of operation are Monday through Friday, 0720-1620.

12.1.4.2. The Recycling Center is located in Bldg 3286 and can be reached at 256-6431. Recycling Center hours are 0730-1600, Monday through Friday, and 0800-1200 on Saturday. Regular facility pick-ups are serviced via a truck schedule, if additional pick-ups are required, please call. The Recycling Center accepts all of the following materials from all personnel with access to the base (including retirees): paper, cardboard, magazines/newspapers, plastic, aluminum/steel cans, glass, toner and inkjet cartridges, scrap metals (steel, aluminum, etc.), pallets, and appliances (Freon removed).

12.1.4.3. Environmental Management System (EMS). All personnel are required to comply with the bases' EMS Manual. Copies of the manual can be obtained by contacting the EMS Coordinator, 256-2186. EMS General Awareness Level Training is required of all personnel located at this installation (report completion to unit training manager). The training can be accessed at the following website: <https://private.scott.amc.af.mil/375aw/375msg/375ces/ems>.

12.2. Facility-level Environmental Issues. Facility managers must be aware of facility specific environmental programs and issues.

12.2.1. Environmental Compliance Assessment and Management Program (ECAMP). Facility managers should attend annual ECAMP pre-briefs to ensure their facilities are ready for inspections.

12.2.2. Hazardous Waste Management. Facility managers should be aware of hazardous waste management requirements if their facilities or users store, process, or generate hazardous waste.

12.2.3. Other Facility Environmental Issues. Facility managers should be familiar with Universal Waste Lamp Management procedures, as well as asbestos and lead-based paint issues. The following provides information on these topics:

12.2.3.1. Universal Waste Lamp Management. This program covers EPA requirements for the storage, labeling, and disposal of USED florescent light bulbs/tubes/lamps that contain mercury. The following guidance can help users avoid an ECAMP write-up.

12.2.3.1.1. Storage Requirements. Facility managers must establish an approved Indoor Accumulation Point to store used lamps. This area must be maintained and comply with all requirements for storing waste lamps IAW Scott AFB Hazardous Waste Management Plan. Used lamps must be stored in containers that are structurally sound to prevent breakage or leakage. Use a separate container for each type of lamp (i.e., florescent, mercury vapor, HID, etc.). Save and reuse the original lamp packaging when possible.

12.2.3.1.2. Labeling/Marking. Containers must be labeled with the words "Universal Waste Lamps" and must be dated using the date in which the first used lamp was placed in the container. Additionally, containers should indicate the type of lamp, work-center name, and the indoor accumulation point manager's name.

12.2.3.1.3. Disposal. Facility managers must ensure that all used lamp containers are turned in to the HAZMART pharmacy within 9 months from the date the first used lamp was placed in the container or when containers become full (whichever occurs first).

12.2.3.2. Asbestos Awareness/Management. Asbestos is a naturally occurring, abundant mineral that was used in 3500+ building products prior to 1990 due to the material being durable, a great insulator and fire resistant. In older facilities asbestos may be found in floor tiles, mastic (tile/carpet, wallpaper adhesive), ceiling tiles, insulation, window glazing, and fire proofing barriers, etc.

It is important to note that although asbestos containing materials are not as widely used as they were prior to 1990; asbestos materials are still used today. Asbestos only becomes a hazard when asbestos fibers are disturbed or released into the air where they then become an inhalation danger/hazard. Inhaled asbestos fibers can cause lethal respiratory diseases. Related to asbestos management, facility managers are responsible for the following:

12.2.3.2.1. Ensuring that no facility work including self-help and contract by requester work is accomplished without CE approval on an AF IMT 332. As part of the work order process, CE determines if the proposed work could possibly disturb asbestos containing materials (based on the age of the facility, previous asbestos testing data in the affected facility, types of facility materials affected, etc.). If the proposed work will disturb any building materials that could potentially contain asbestos, CE will require asbestos testing be carried out before an approval decision can be made. If asbestos is confirmed, estimates are obtained to determine how much it will cost to accomplish the work through a certified asbestos abatement contractor. Customers pay for all asbestos testing and abatement work if required. In some cases, accomplishing the work request may be cost prohibitive due to the cost of the related asbestos abatement work.

12.2.3.2.2. Ensuring facility occupants do not touch, disturb, sweep, saw, drill, sand, or vacuum known or suspected asbestos containing materials.

12.2.3.2.3. Contacting CE's Asbestos Contract QAE if facility occupants discover a potential asbestos hazard. Facility managers will request contract asbestos testing and/or abatement on AF IMT 332.

12.2.3.3. Lead-Based Paint (LBP) Awareness. LBP was frequently used in building construction prior to 1978. LBP chips, peelings and airborne dust pose an inhalation and ingestion hazard. Inhalation and ingestion of LBP results in elevated levels of lead in the blood. Related to LBP, facility managers are responsible for:

12.2.3.3.1. Ensuring that no facility paint work including self help or contract by requester work is accomplished without CE approval on AF IMT 332. As part of the process, CE will determine the need for LBP testing and/or abatement.

12.2.3.3.2. Ensuring facility occupants do not touch, disturb, saw, drill, or sand surfaces painted with known or suspected LBP.

12.2.3.3.3. Contacting CE's LBP Contract Quality Assurance Evaluator (QAE) if facility occupants discover a potential LBP hazard. Facility managers will request contract LBP testing and/or abatement on AF IMT 332. Customers pay for LBP testing and abatement if required.

12.2.3.4. For more information on asbestos and LBP contact CE's Environmental Flight or the Asbestos/LBP Contract QAE.

Chapter 13

BIO-ENVIRONMENTAL FLIGHT (BEF) SERVICES

The BEF from the base hospital is responsible for oversight of the base OSHA's Hazard Communication (HAZCOM) Program IAW AFI 90-821, *Hazard Communication Program*, and for providing facility support services to identify or eliminate potential health hazards or deficiencies in the work environment. Facility managers must be familiar with the HAZCOM Program, the services the BEF provides, and the facility manager's role in supporting BEF programs and identifying potential facility health hazards.

13.1. HAZCOM. Established to ensure workers are trained on the chemical hazards in their work environment. This training is required when workers are exposed to chemicals in excess of general household usage rates. If chemicals are not used in excessive rates, an MSDS is still strongly recommended for use during spills to ensure appropriate personnel protective equipment is worn. It consists of three elements that require action by supervisors: written program, labeling of chemicals, and training.

13.1.1. **Written Program.** This task includes establishing a 3-ring binder with AFI 90-821, SCOT-TAFBI 48-101; local operating procedures; a listing of chemicals in the work area; MSDS for each chemical; and operating instructions on non-routine tasks. These items must be maintained in the work area where the chemicals are used.

13.1.2. **Labeling of Chemicals.** Manufacturers must label their products to include the identity, hazard warnings, and name and address of manufacturer. Secondary containers or containers with unreadable markings must be labeled.

13.1.3. **Training.** Training is required for supervisors and workers. Military Public Health (MPH), 256-4986, administers the initial HAZCOM Training. Supervisors must conduct work-area specific training at least annually, anytime a new hazard is introduced into the work area, and when new workers begin employment. Training must be documented on AF IMT 55, and must include HAZCOM Program information, chemical hazards and control measures in the work area, and instruction on the use of an MSDS.

13.2. Facility Support Services. The BEF can assist facility managers and CE in surveying facilities for potential health hazards or facility deficiencies related to occupational health and safety such as:

13.2.1. **Determining work center lighting-level deficiencies.** Lighting concerns involving safety or health should be coordinated with BEF and the Wing Safety Office for evaluation.

13.2.2. **Determining facility ventilation or exhaust hood deficiencies (i.e., vehicle maintenance bays, wood hobby shops, paint booths, kitchen facilities, etc.).**

13.2.3. **Assessing facility indoor air quality (IAQ) concerns (i.e., carbon monoxide, fumes, mold, etc.).** Refer to facility manager's responsibilities in this paragraph for more information.

13.2.3.1. **General.** Many HVAC systems on Scott AFB have been updated to conserve energy. Methods such as adding insulation and reducing or eliminating fresh air intakes have been used to cut energy costs. As a result, IAQ may deteriorate due to inadequate air ventilation. Personnel may feel more fatigued and/or have headache or sinus issues at work, yet feel fine outside of the work center. There may be several potential factors that can cause these health issues such as mold and carbon dioxide. If personnel feel that IAQ is an issue, they should contact the facility manager,

who in-turn can contact BEF, 256-7307, or MPH, 256-4986. The BEF and MPH will work together with the facility manager to determine any health risks, investigate possible causes, sample if needed, and recommend corrective actions.

13.2.3.2. Carbon Monoxide. Vehicle, furnace and water heater exhaust may sometimes be picked up by facility air intakes. This can lead to significant carbon monoxide levels in a facility. Personnel may experience headache or fatigue. If you feel there is a potential carbon monoxide concern in your facility, evacuate the facility and contact the Fire Department to activate emergency response procedures. Fire Department personnel will respond and sample the air for carbon monoxide levels and clear the facility for reentry once the hazard is isolated or if no hazard exists. If carbon monoxide monitoring is necessary, facility managers are responsible for obtaining, installing, and maintaining carbon monoxide detectors in the facility. If detectors signal high carbon monoxide levels, contact the Fire Department and BEF for assistance.

13.2.3.3. Formaldehyde. New construction materials, furnishings and carpet may give off formaldehyde gas during the first few months. Try to keep areas well ventilated, especially if personnel experience irritated eyes, nose, or throat. If symptoms persist, facility managers should contact the BEF.

13.2.4. Assessing facility water quality concerns. **Note:** CE's water shop regularly samples and tests base water and provides this information to Bio-Environmental.

13.3. Facility Manager's Role. In support of Bio-Environmental programs, facility managers are responsible for:

13.3.1. Ensuring the facility is in compliance with OSHA's HAZCOM Standard by ensuring all workers under the facility manager's control are trained on the chemical hazards in their work environment.

13.3.2. Addressing Potential IAQ Concerns of Facility Occupants. Potential occupational IAQ contamination is defined as an increase of negative signs/symptoms experienced by a worker when in the work center which decrease when the worker is away from the work center. When addressing IAQ concerns, facility managers will advise workers experiencing health effects on the job to seek medical attention. However, if numerous complaints arise where workers are experiencing persistent negative symptoms that increase in the work center and decrease when away from the facility, then the facility manager must:

13.3.2.1. Conduct an HVAC system inspection to ensure these systems are functioning correctly and are properly maintained prior to contacting the BEF to avoid unnecessary medical surveillance. A completed copy of the Facility Manager's HVAC Inspection Checklist (**Attachment 8**) will accompany all initial requests for medical surveillance.

13.3.2.2. Develop a facility diagram detailing the locations in the facility where workers are experiencing potential IAQ signs and symptoms.

13.3.2.3. Notify the BEF and request medical surveillance by forwarding a completed copy of the Occupational IAQ Medical Surveillance Checklist (**Attachment 9**), as well as completed copies of the Facility Manager's HVAC Inspection Checklist, and a facility diagram detailing the potential IAQ problem areas.

13.3.2.4. Assist the BEF and MPH in the medical surveillance process. Occupational IAQ medical surveillance will consist of work center epidemiology and monitoring. Epidemiology will con-

sist of medical screening questionnaires for 100 percent of personnel working in the area of complaint. A copy of the IAQ Medical Questionnaire (**Attachment 10**) will be provided to the facility manager who will ensure each worker within the affected area receives a copy along with a sealable envelope for protecting personal privacy. Facility managers will collect medical questionnaires from each individual in a sealed envelope and then pass the sealed envelopes to MPH. Once all questionnaires are returned and tabulated, work center monitoring will be conducted to quantify potential sources revealed by Epidemiology Surveillance. A health-risk assessment and a recommendation for cost-effective remediation will be provided to commanders once medical surveillance is complete. **Note:** Since facility managers are not medical personnel, they are not allowed to review privacy protected medical information. Therefore, all medical questionnaires must be collected in sealed envelopes and passed on to MPH for review.

13.3.3. Act as liaison between BEF, MPH, and occupants for subsequent medical screening, monitoring and corrective action for health-related issues in the facility.

13.4. For more information on Scott's Occupational Health and Environmental Surveillance Program, refer to "A Guide for Occupational Health and Safety Training" prepared and distributed by MPH. This booklet contains information on hazardous noise, radiation, heat disorders, chemical hazards, Respiratory Protection Program, pollution prevention, occupational physicals, and hazards for pregnant employees. If you have any questions, please call MPH, 256-4986. For emergencies after normal business hours, contact the BEF through the Hospital Emergency Room.

Chapter 14

IDENTIFYING WORK REQUIREMENTS

Facility managers serve as the facilities' primary point of contact for initiating work requirements with CE. They are responsible for tracking, monitoring, and reporting work status information to facility occupants as needed. Facility managers must ensure that no self-help or contract by requester facility work is accomplished in their facilities without prior approval from CE on AF IMT 332. Depending on the type of service requested, facility managers use one of the following methods to identify work requirements to CE:

14.1. Service Call. Facility managers may phone CE Customer Service, 256-2202, to place a service call when reporting minor repair requirements to existing facilities or utilities (i.e., blocked toilet, inoperative door locks, loss of power/water/heating/cooling, etc.). Anyone can phone in an emergency to CE; however, facility managers must ensure that facility occupants inform them of any service calls placed without their knowledge.

14.2. AF IMT 1219, BCE Multi-Craft Job Order. Facilities that are maintained by the High Impact Team (HIT) use AF IMT 1219 to identify and list minor maintenance items for the team to accomplish during periodic facility visits. If required during the visit, the team will also perform periodic maintenance to the facilities electrical, air conditioning, heating, ventilation, and plumbing systems. Facility managers identify work that is beyond the team's capability to accomplish on AF IMT 332. For a list of facilities visited by the HIT team, reference Hit Maintenance Facility List ([Attachment 7](#)).

14.3. AF IMT 332. Facility managers submit AF IMTs 332 to CE Customer Service for all requirements involving new work, major repairs, facility alterations/improvements, and construction. A formal request is also required for routine work, self-help, and contract by requester work. Due to funding limitations, not all work requests can be accomplished. Mechanisms such as the WO Priority Program and Facilities Board are designed to involve customers and senior leadership in prioritizing their work for evaluation by CE for potential funding and/or execution. Since all requirements cannot be funded, these programs help CE focus its available resources on the customer's priorities. These programs are covered in greater depth under the Civil Engineer Overview Section of this instruction. When submitting AF IMT 332 to CE Customer Service, facility managers must:

14.3.1. Ensure the work request has been properly signed and coordinated on by unit representatives. As a minimum, the facility manager must sign AF IMT 332, Blocks 11-13, or coordinate in Block 14. When major work is required, the unit commander must sign the AF IMT 332, Blocks 11-13, and the facility manager will coordinate in Block 14. Additionally, some organizations may require a unit facility manager and/or a group facilities manager to coordinate on all AF IMTs 332 before bringing requests to CE. If the request does not have the correct signatures or coordination, the request will be returned to the customer to complete.

14.3.2. Ensure the work description is clear and complete.

14.3.3. Ensure all required supporting documentation is provided. This may include maps, floor plans, or sketches of areas affected; extracts of any AFI, directive, or technical order referenced on the request; fire/safety or other inspection write-ups; equipment specifications (power/cooling require-

ments); and for contract by requester work any statements of work or contractor quotes provided. Failure to provide this information will delay the processing of your request.

14.3.4. Ensure the donated resources, Block 10, is filled out correctly. Units may donate funds, labor, or materials, or they may be requesting to contract the work themselves with CE's approval or permission. If donating resources, the unit is donating resources to accomplish the work being requested. For example, do not mark the donated funds block if your unit is buying a shredder and the request is to provide an outlet for it, unless the unit intends to pay for CE's electrical work. If the unit isn't donating resources, select none on the form.

14.4. AF IMT 103, Base Civil Engineer Work Clearance Request. This form is commonly called a "digging permit" because it's required prior to any digging. In accordance with Illinois State Regulations, any disturbance of earth requires a digging permit. It is also used for any work that may disrupt aircraft or vehicular traffic flow, base utility services, protection provided by fire or intrusion alarm systems, or routine activities of the installation. Process the form just prior to the start of the work. If delays are encountered or the conditions at the job site change, the form must be revalidated and re-approved. The form is valid for 28 days after it has been approved. The project must start within 14 days of the approval date. This permit is initiated through CE's Maintenance Engineering Section, Bldg 531. If this requirement is ignored and damages are incurred, all costs for repairs will be charged to the responsible party.

Chapter 15

RECORDKEEPING

Facility managers will establish a continuity book for each facility or group of facilities they manage. As a minimum this book should contain:

15.1. Facility manager appointment letter.

15.2. Key control register/hand receipts.

15.3. Work Request/Service Call Log, along with copies of all AF IMTs 332 and AF IMTs 1219 (for HIT Team facilities, Ref: [Attachment 7](#)). [Attachment 3](#) and [Attachment 4](#) provide sample Work Request and Service Call log sheets. **Note:** A current listing of all open work for each facility may be obtained from CE Customer Service.

15.4. Various Facility Manager inspection documentation.

15.4.1. Facility Manager's Checklist ([Attachment 5](#)).

15.4.2. Facility Manager's HVAC Inspection Checklist ([Attachment 8](#)).

15.4.3. If applicable, documentation of complaints from occupants experiencing signs/symptoms potentially associated with indoor air quality contaminants and all subsequent medical screening, monitoring, and corrective actions. This includes a copy of any Occupational IAQ Medical Surveillance Checklist submitted to the BEF. (Ref: [Attachment 9](#))

15.5. Facility fire prevention program information (fire evacuation plan, fire safety training, inspections, write-ups, etc.).

15.6. A written work center HAZCOM Program Book including AFI 90-821; SCOTTAFBI 48-101, *Occupational Health, Education, and Hazard Communication Program*; local operating procedures; a listing of chemicals in the work area; MSDS for each chemical; and operating instructions on nonroutine tasks.

15.7. AMC Visual Aids 245-248, *Force Protection Signs*.

15.8. List of important phone numbers. (Ref: [Attachment 6](#))

15.9. A hard copy of all primary facility manager program references to include:

15.9.1. AFPAM 32-1004, Volume 3, Attachment 3, *Building Manager's Handbook*.

15.9.2. SCOTTAFBPAM 32-1001, *Facility Manager's Guide and Responsibilities*.

15.9.3. SCOTTAFBI 32-2001, *Fire Protection Program*.

15.9.4. SCOTTAFBI 32-101, *Key and Lock Control for Real Property Facilities*.

15.9.5. SCOTTAFBI 32-1002, *Pest Management Program*.

15.9.6. SCOTTAFBI 32-1004, *Maintenance of Structures and Grounds.*

15.9.7. SCOTTAFBI 32-1006, *Peak Electrical Demand Readiness Procedures.*

Chapter 16

INTRODUCTION

Section D—Civil Engineer Overview

16.1. As a facility manager, the more you know about CE's services, priorities, work processes, and policies the easier your job will be. CE Customer Service serves as your primary focal point for obtaining CE information and assistance. The following sections provide an overview on CE's facilities and infrastructure mission: work categories, priorities, and work processes, and an overview of some of the base support services CE provides.

Chapter 17

FACILITIES AND INFRASTRUCTURE MISSION

17.1. CE provides, operates, maintains, repairs, and constructs AF Real Property IAW all applicable federal, DoD, USAF, fire, safety, health, environmental, and financial laws, regulations, codes, and directives. Real property includes all real estate, facilities, and utilities carried on formal CE records, to include RPIE. RPIE includes all equipment/apparatus that aids in the use of the facility regardless of its function, such as components for providing facilities with power, water, heating, fire detection/protection, etc. RPIE does not include furniture items, organizational equipment, specialized utilities, appliances, or communications services.

Chapter 18

WORK CATEGORIES

As a facility manager, it is your responsibility to identify and report all known work requirements to CE. It is CE's responsibility to estimate, plan, program, schedule, and accomplish the requested work in a timely manner in accordance with base priorities. Effective communication between the facility manager and CE Customer Service personnel is vital. Customer Service personnel will assign a work order/tracking number to each work requirement that is turned in and can provide updated status of each work request on an as-needed basis. Estimated timelines for processing a given requirement depends on funds availability, as well as the type and scope of work requested. Civil Engineer work requirements essentially fall into one of five different categories.

18.1. Direct Scheduled Work Order (DSW). Work requirements that are small in scope, normally less than 50 man-hours and/or \$2500 in material cost. DSWs can be initiated verbally through the CE Service Call Desk or in writing using AF IMT 332. DSWs are individually prioritized as emergency, urgent or routine according to AFIs.

18.1.1. **Emergency.** An emergency includes any work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness. It includes providing security to areas subject to compromise, eliminating Risk Assessment Code (RAC) hazards of 1, Fire Safety Deficiency Code (FSDC) of 1, or protecting high-value property and equipment. An emergency includes, but is not limited to, the total failure of the electrical, fire protection, heating and air conditioning, or water and sewer systems. It also covers situations that would result in imminent or catastrophic facility damage. A craftsman should respond within 24 hours of notification of an emergency DSW.

18.1.2. **Urgent.** Urgent work includes work required to provide security to areas that could be compromised; to eliminate RAC 2 and 3's, FSDC of 2, or to protect valuable property or equipment. It includes work to unblock a stopped-up toilet that can't be unblocked by a plunger, no heat in a single room, air conditioning inoperative in a single room, etc. The facility manager will make urgent requests, and Customer Service personnel will make the final determination as to whether or not the requirement is actually urgent. CE craftsman should respond to an urgent DSW within 7 calendar days.

18.1.3. **Routine.** Work requirements that are essential and should be handled in a timely manner. Routine work has a 30-day commitment.

18.2. Facility Maintenance Schedules. In facilities maintained by the HIT, CE schedules, and accomplishes minor maintenance and repair requirements on a regularly scheduled basis (i.e., monthly, etc.). On the preestablished schedule, a facility inspector will meet with the facility manager and walk through the facilities listed on [Attachment 7](#). Between facility visits and during the inspection, facility managers list minor maintenance and repair requirements for the facility on AF IMT 1219. A facility maintenance crew (HIT team) will respond on their scheduled visit and repair as many AF IMT 1219 items as possible. Items not accomplished during the visit will be carried over to the next visit.

18.3. Recurring Work. Recurring work applies to real property, real property installed equipment or systems, and other equipment maintained by CE. Recurring work consists of operations, recurring mainte-

nance, service work, and other work for which the scope and level of effort is known without an earlier visit to the job site each time the work is scheduled. It includes all recurring work needed to prevent breakdown of critical facilities, equipment, or utilities.

18.4. Work Orders. Work requirements that require detailed planning, large material purchases, and/or a large number of work hours. There are several methods of accomplishment for work orders.

18.4.1. In-house Work Orders. Work requirements over 50 man-hours and/or \$2,500 in material cost are considered for in-house accomplishment. In-house work orders are planned, programmed, and executed through the CE Operations Flight utilizing CE craftsmen.

18.4.2. Self-Help Work Orders. The Self-Help Program gives the building occupants the opportunity to improve or enhance their facility. The Self-Help Center offers a limited variety of items to maintain or upgrade facilities. Before any self-help work is started, customers must obtain formal approval by CE on AF IMT 332. Customers will be held monetarily liable for any corrective or collateral facility work required due to unauthorized work.

18.4.3. Contract by Requester Work Orders. In some cases, customers can fund and contract facility work themselves utilizing their GPC or by funding AF IMT 9. Before any work can be contracted, customers must obtain formal approval by CE on AF IMT 332. Customers will be held monetarily liable for any corrective or collateral facility work required due to unauthorized work.

18.4.4. Local Manufacture. Work requests submitted on AF IMT 332 from Base Supply with a DD Form 1348-6, **Single Line Item Requisition System Document**, attached. A local manufacture is an item that is so unique that Base Supply cannot find a vendor to manufacture. Base Supply will request CE, if the expertise exists to build the item. The customer pays Base Supply for the item and Base Supply reimburses CE.

18.5. Project/Contract Work Requirements. Work requirements that are beyond the capacity or capability of CE in-house forces are considered for contract accomplishment. If approved for contract, a project number will be assigned. Some contract work requirements can be accomplished through a SABER Contract. Other contract work requirements may be accomplished through the regular Operations & Maintenance (O&M) Contract Program. Projects are accomplished through the CE Engineering Flight.

Chapter 19

WORK PRIORITIZATION

In general, CE accomplishes work in the following order: DSWs (emergency and urgent), recurring work and then routine DSWs, work orders, and projects depending on manning, and funds availability. In addition to general priorities, the Work Order Prioritization Program and Facilities Board are two mechanisms utilized for prioritizing work orders and projects for review, funding, and execution.

19.1. Work Order Prioritization Program. Due to funding and manpower limitations, Scott AFB has implemented the Work Order Priority Program which enables command elements of various groups of organizations to prioritize all “new work” requirements for their group. In-turn, CE actively reviews and processes the requirements on each group’s priority list. The number of priority requirements CE tracks for each group is based on the amount of building space assigned to the group. Periodically, CE will hold a prioritization meeting with each group and provide up-to-date status information on the group’s priorities. Completed requirements and requirements that are converted to projects, create vacancies in the group’s priority list once they are briefed and verified by group attendees. After all priorities are briefed and priority vacancies are determined, units advocate to get their requirements added to their group’s priority list based on the number of available slots. Requirements that do not make the group’s priority list are held by the applicable unit or group for potential prioritization at future meetings as priority slots become available. Any requirements submitted directly to CE that are not on the group’s priority list will be closed out, deactivated, and returned to the customer after coordination by base agencies. The customer will be notified that accomplishment of the requirement will depend on whether or not the requesting unit is able to get the requirement on the group’s priority list and funding is available. Unit commanders or designated unit facility managers are responsible for advocating their priorities to their group. The Work Order Prioritization Program consists of the following groups.

19.1.1. HQ AMC Facilities Working Group (FWG). The HQ AMC FWG consists of A-staff, United States Transportation Command, 18 AF, Tanker Airlift Control Center, AF Communications Agency, HQ AMC/Regional Supply Squadron, 15th Operational Weather Squadron, 868th Communications Group, Air Mobility Warfare Center, and 805th Computer Support Squadron. These units participate in the HQ AMC Top 20 Work Order Prioritization Program.

19.1.2. 375th Airlift Wing (AW). This group consists of all wing staff agencies, as well as the 375th Comptroller Squadron. These units participate in the 375 AW Top 5 Work Order Prioritization Program.

19.1.3. 375th Operations Group (OG). This group consists of all units assigned to the 375 OG (such as, 54th Airlift Squadron (AS), 375th Operations Support Squadron, 375th Aeromedical Evacuation Squadron, 457 AS, and 458 AS). These units participate in the 375 OG Top 5 Work Order Prioritization Program.

19.1.4. 375th Mission Support Group (MSG). This group consists of all units assigned to the 375 MSG (such as, 375th Civil Engineering Squadron, 375th Contracting Squadron, 375th Communications Squadron, 375th Logistics Readiness Squadron, 375th Mission Support Squadron, 375th Services Squadron, and 375th Security Forces Squadron. These units participate in the 375 MSG Top 15 Work Order Prioritization Program.

19.1.5. 375th Medical Group (MDG). This group consists of 375 MDG units. These units participate in the 375 MDG Top 5 Work Order Prioritization Program.

19.1.6. Other Priority Programs. A few smaller tenant units that fund and accomplish facility work themselves have their own priority programs. These units include the 932 AW, Defense Information Support Agency, and Defense Information Technology Contracting Office. Each unit has their own Top 3 Work Order Priority Program since minimal CE support is required to support their requirements.

19.2. Facilities Board (FB). The FB meets on a quarterly basis and prioritizes all engineering projects for potential approval and funding. The FB is chaired by the wing commander, consists of representatives from each group, and major tenant unit on base. It establishes short-, mid-, and long-term base development goals. Projects compete for design and construction funding. The number of priority projects that get funded depends on available funding. Your group commander is your FB advocate for voicing your group's priorities.

Chapter 20

CE WORK PROCESS

Facility managers identify work requirements to CE either verbally or in writing, depending on the type of work requested. Emergency and urgent DSWs may be called in to the CE Service Call Desk. All other requirements must be identified on AF IMT 332. The following paragraphs outline the AF IMT 332 process at Scott AFB. Scott AFB Work Order Process Flow Chart ([Attachment 11](#)) provides a flow chart of the AF IMT 332 process.

20.1. Work Identification. Facility managers submit AF IMTs 332 to CE Customer Service for all requirements involving new work, major repairs, facility alterations, improvements, and construction. A formal request is also required for routine work, self-help, and contract by requester work. Facility managers must also ensure the work request have been properly signed and coordinated and that all supporting documentation is provided. Refer to paragraphs 17.3. through 17.3.4., this pamphlet, for further guidance on submitting AF IMTs 332.

20.2. Initial Review. CE Customer Service personnel will review each AF IMT332 submitted for proper coordination/signature, supporting documentation, and completeness. It is imperative that all sketches, diagrams, maps, inspection write-ups, and/or applicable AFIs are attached to the request. This information will help CE in determining the needs of the customer. If a request does not have the correct coordination, signature, or supporting documentation attached, the AF IMT 332 will be returned to the customer to obtain the necessary items. Additionally, Customer Service will determine if the requirement must be submitted through the Work Order Prioritization Program or if it can be accepted and processed as priority program exclusion.

20.2.1. Work Order Prioritization Program Requirements. Due to limited funding and manpower limitations, Scott AFB has implemented a Work Order Prioritization Program whereby unit and group command elements prioritize all “new work” requirements. Under this program, CE will only accept work and allocate resources including planning time, funds, and manpower to group priority requirements. For all other requirements, customers must advocate their requirements to their group for potential inclusion in the group’s priority program as slots become available. AF IMTs 332 for new work that must be submitted through the priority program includes, but is not limited to, requests for:

20.2.1.1. Adding, removing or relocating electrical outlets, switches, circuits, or building systems and equipment (i.e., fire alarms, suppression systems, generators (where authorized), water fixtures, HVAC systems, etc.).

20.2.1.2. Remodeling, renovating, or reconfiguring building space.

20.2.1.3. Building upgrades, additions, expansions, or construction.

20.2.2. Priority Program Exclusions. Priority program exclusions are requirements that CE will accept and process outside the Work Order Prioritization Program. Customer Service will provide the customer with a copy of the AF IMT 332 with the assigned control number and process the requirement accordingly. The following types of requirements will be processed outside the priority program with some restrictions:

20.2.2.1. Service Calls. This includes verbal requests for emergency and urgent repairs to a facility or its supporting utility systems. These requirements will be assigned a DSW number and sent to the applicable shop for accomplishment.

20.2.2.2. Routine minor maintenance and repair DSWs. This service includes routine DSW-type work to maintain or repair existing facilities or its supporting utility systems. These requirements will be assigned a DSW number and sent to the applicable shop for accomplishment.

20.2.2.3. Key Requests. This service includes requests for keys when submitted by facility managers. These requirements will be assigned a DSW number and processed IAW paragraphs 13.2.4.1. and 13.2.5.

20.2.2.4. Lock Changes. This service includes requests for changing out locks or rekeying locks. These requirements will be assigned a DSW or work order number and processed IAW paragraph 12.2.4.2.

20.2.2.5. Sign Requests. This work includes requests for signs from CE. Sign requests are reviewed, processed, validated, and approved or disapproved through appropriate officials. Only authorized signage is approved for accomplishment according to AF and base sign standards. These requirements will be assigned a work order number, validated, and if authorized, approved for accomplishment on a DSW.

20.2.2.6. Base Infrastructure Requirements. If a customer requests that a major building system be replaced (i.e., roof, HVAC system, windows, doors, fire alarm/suppression systems, etc.), CE will pull historical service call records and assign a DSW number to have CE craftsmen determine if minor repairs can be made. If CE determines the system is beyond repair and requires replacement, CE will create a base infrastructure work order and prioritize it with similar systems base-wide. If the requirement isn't a high enough base priority, units may advocate to have the requirement added into their group's priority program.

20.2.2.7. Indefinite Delivery Indefinite Quantity (IDIQ) Contract Work. Requests that can be accomplished under CE's IDIQ contracts will be processed and sent to the applicable contract manager for an estimate. Work accomplishment will depend on available funding and contracting requirements. Units may also advocate having these requirements added into their group's priority program. Currently, CE has IDIQ contracts for roofing, fencing, painting, pavements, grounds/landscaping, and asbestos/lead-based paint testing work.

20.2.2.8. Project Support Agreements. This work includes work requests in support of base communication systems upgrades. CE will assign a work order number, coordinate the requirement, and process each request on a case-by-case basis. Scheduling and accomplishment of the work will be dependent on funds and manpower availability.

20.2.2.9. Fire Write-Ups. This request includes work to correct fire inspection write-ups or deficiencies. CE will assign a work order number and coordinate the requirement. Further processing actions will only occur if the requirement makes the Fire Department's Top 5 Priority List.

20.2.2.10. Safety Write-Ups. This request includes work to correct facility safety write-ups or hazards. CE will assign a work order number and coordinate the requirement. Further processing actions will depend on the severity of the requirements that do not warrant the assignment of a RAC or don't pose a significant risk will only be processed further if they become a group priority.

20.3. Coordination. Upon acceptance of the request, CE Customer Service forwards the request for coordination by various agencies at the weekly coordination meeting. At this meeting, representatives from the Fire Department, Wing Safety, Bioenvironmental, CE Environmental, and Security Forces review and coordinate on all work requests. If additional coordination is required, the customer must obtain it. Coordination agencies will review and coordinate on each request. In some cases, these agencies will provide additional guidance or restrictions on the work being requested. They may also recommend disapproval of a request if the proposed work will not comply with all applicable directives.

20.4. Work Request Review Panel (WRRP). After all necessary coordination is received, the work request is forwarded to the WRRP for review. It is chaired by the Chief of Operations and consists of representatives from CE Customer Service, Engineering, Environmental, Real Property, Fire Department, Maintenance Engineering, Planning, CE Contract QAEs, and CE Shop Superintendents. The WRRP reviews, validates, and approves or disapproves each requirement, and it determines the best method for accomplishing the work requested.

20.4.1. Requirement Validation. Initially, the WRRP reviews and validates each requirement submitted to CE. If a request isn't considered valid, it is disapproved and/or returned to the customer with an explanation. Validated requirements are forwarded to planning for review and estimate. After planning completes their initial estimate, the requirement is returned to the WRRP with a recommended method of execution for approval consideration. When validating requirements, the WRRP considers:

20.4.1.1. Coordination agency comments or recommendations for approval or disapproval IAW applicable guidance. **Note:** If the proposed work could disturb building materials that could potentially contain asbestos or lead-based paint, CE Environmental will require testing and/or abatement before the work can be approved or accomplished. In such cases, CE will provide the customer an estimate for any testing and/or abatement work required. Customers pay for all testing and abatement work (i.e., GPC, AF IMT 9), if required.

20.4.1.2. Relevant AF, Major Command, or base policies or standards, if applicable.

20.4.1.3. Future work plans (projected facility demolition, renovation, or construction work; upcoming facility moves; etc.).

20.4.1.4. Work Priority. Work that must be prioritized under the Work Order Prioritization Program before CE can process it is validated and returned to the customer. CE will advise the customer that they must advocate the requirement to their group and get it added to their group's priority program before CE can process the requirement further. If the requirement is a new group priority and validated, the request is sent to planning for review and an estimate.

20.4.2. Method of Accomplishment. Based on CE's initial review/estimate, planners will recommend a method of execution to the WRRP. The WRRP will discuss the planner's estimate and recommendations, assess the availability of funds, and select and approve an appropriate method of execution. Further processing of each requirement will depend on the method of execution and availability of funds. If funds are not available, the customer is notified and the requirement is put on funds hold. After WRRP approval, each requirement will be processed according to one of the following methods of execution:

20.4.2.1. DSW. Work approved for accomplishment as a routine DSW is assigned a DSW number and sent to the appropriate shop for accomplishment, scheduling, and accomplishment of the requirement.

20.4.2.2. In-House Work Order. Work that is approved for in-house accomplishment is sent to planning to prepare job phase/task sheets, bill of materials, work clearance requests, and any other pertinent data. After the request is fully planned, it is sent to the in-service programmer to be programmed into the future In-Service Work Plan. Estimated completion time for an in-house work order from the time of approval is approximately 180 days depending on funds availability. Additionally, factors such as the scope of the requirement, the number of man hours required to do the work, scheduling backlogs, and material lead time can extend this timeline significantly.

20.4.2.3. Self-Help Work Order. Work that is approved for self-help accomplishment is forwarded to planning for a full plan. Planning develops a material requirements list (if required), determines inspection requirements, and identifies any CE support required. CE Customer Service will contact the customer and provide a material requirements list for the using organization to purchase. The customer notifies the Self-Help Center when all materials are obtained, so an initial self-help project meeting can be set up to clarify customer's responsibilities and inspection requirements. The customer must notify the self-help planner when predetermined phases of the project are ready for inspection and/or when the project is completed. The self-help planner will inspect the work accomplished and address any items requiring corrective action. Once the work passes final inspection by CE, the requirement is closed out.

20.4.2.4. Contract by Requester. Work approved for accomplishment, Contract by Requester allows the customer to pay for and contract facility work on their GPC or AF IMT 9. Units may only contract facility work if they have Contract by Requester approval from CE on AF IMT 332. Depending on the complexity of the requirement, this method of accomplishment may or may not be appropriate. Customers requesting "permission only" to contract facility work must provide a copy of the statement of work (SOW) and any contractor quotes or proposals they have for CE review/approval. CE will review the SOW and advise the requester of any modifications that must be incorporated into the SOW prior to CE approval and going out to contracting. Once the SOW and AF IMT 332 is approved, the customer can go out and contract the work. CE will determine if any inspections are required depending on the work involved.

20.4.2.5. IDIQ Contracts. Work approved for IDIQ accomplishment is forwarded to CE's Engineering flight for a project number. Once assigned, the requirement is forwarded to the appropriate IDIQ contract manager in Maintenance Engineering to prepare a SOW, AF IMT 9, and a government estimate. IDIQ contracts are accomplished based on their priority and the availability of funds. If funds are not available, the requirement is put on hold awaiting funds. **Note:** Smaller scale IDIQ work may be contracted on a DSW or work order number.

20.4.2.6. Engineering Contract/Project. Requests approved for contract are sent to the Engineering Flight, Plans, and Programs Section to have a project number assigned. After the project number is assigned, a status letter is prepared and sent to the requester. The project number should be used for future inquiries on work status.

Chapter 21

BASE SUPPORT SERVICES

The Maintenance Engineering Element of CE is responsible for overseeing and monitoring certain base support contracts. Listed below is some important information for facility managers on a few of these contracts.

21.1. Custodial Contract. This contract provides janitorial services to various base facilities. For facility manager responsibilities under this contract, refer to paragraphs **8.1.** through 8.1.4. of this pamphlet.

21.2. Grounds Maintenance Contract. This contract provides contracted landscaping services on base. For facility manager responsibilities under this contract refer to paragraphs **9.1.** through 9.1.6. of this pamphlet.

21.3. Refuse Contract. This contract provides trash collection services on base. For facility manager responsibilities under this contract, refer to paragraphs 9.3. through 9.3.3. of this pamphlet

21.4. Asbestos and LBP. This contract enables base customers the ability to quickly contract asbestos or LBP testing and/or abatement work with their funds utilizing their GPC or AF IMT 9. Work identified on AF IMT 332 that requires asbestos or LBP testing and/or abatement is forwarded to the Asbestos and LBP QAE. For more information, contact CE's Asbestos and LBP QAE.

21.5. Portable Latrine Contract. This contract enables base customers the ability to contract portable latrines for special functions with their funds utilizing their GPC or AF IMT 9. Facility managers should request portable latrine services on AF IMT 332 (30 days prior to the event) and provide a map identifying the location where these latrines are to be placed. For more information, contact CE's Portable Latrine Contract QAE.

21.6. Paint Contract. This contract provides facility painting services for the base. Facility managers request facility work on AF IMT 332 to CE Customer Service. This rule also applies to work the customer wants to accomplish self-help or contract by requester. IAW Illinois and Federal Environmental Protection Agency directives, all facility work evaluated to determine if a potential LBP hazard exists and if LBP testing is required. If testing and/or abatement are required, the LBP QAE will obtain the necessary estimates for the customer to hire a contractor to accomplish the necessary testing and/or abatement. No paint requirements will be accomplished until LBP clearance has been granted by CE Environmental or the LBP QAE.

21.7. Carpet Contract. Currently, CE is in the process of establishing a carpet IDIQ contract. Once established, this contract will enable base customers the ability to contract carpet tile installation and replacement work with unit funds utilizing their GPC or AF IMT 9. Customers will be able to select from a number of approved carpet colors/schemes that meet fire rating requirements and base-design standards. Facility managers request carpet installation or replacement requirements on AF IMT 332. They must also provide a floor plan showing the areas to be carpeted. If asbestos testing or abatement is required (i.e., to sample carpet glue/mastic or the floor tiles underneath the existing carpet), CE's Asbestos QAE will obtain the necessary testing and abatement estimates for customer funding. Once asbestos issues are

resolved (if any), the carpet IDIQ contract manager will provide a cost estimate to install or replace the existing carpet. Accomplishment of the requirement will depend on funding by the requesting unit, Base Contracting actions/requirements, and contractor scheduling or material lead times. **Note:** Customers are responsible for removing organizational furniture and equipment to facilitate carpet replacement, unless contract support can be arranged and the customer pays for the additional contract expenses.

21.7.1. In headquarters facilities, the facility managers must obtain carpet-selection approval through the AMC Design Center. The facility manager must submit AF IMT 332 to HQ AMC/A700 who will obtain design center's concurrence. The AF IMT 332 must include the carpet manufacturer's name, address, telephone number, style of carpet, color, part/item number, flame panel test rating (must be Class 1), and whether it is broadloom carpet or carpet tiles. The HQ AMC Design Center will verify the proposed carpet complies with Air Force Carpet Standards (ETL 03-3) and coordinates with the facility's décor. The HQ AMC Design Center will annotate carpet approval by coordinating on AF IMT 332. The Base Fire Department will verify the carpet complies with required fire ratings and coordinate on AF IMT 332.

21.7.2. For Wing administrative spaces, facilities managers must select carpet tiles from the pre-approved colors/schemes carried under the contract. For Wing executive spaces and community facilities requiring other than carpet tile, the HQ AMC Design Center is available for assistance with carpet selection. Requests for design center assistance is made through 375 CES/CEOE.

Chapter 22**ADOPTED FORMS*****SECTION E—Adopted Forms***

- 22.1. DD Form 1348-6, Single Line-Item Requisition System Document**
- 22.2. AF IMT 3, Hazard Abatement Plan**
- 22.3. AF IMT 9, Request for Purchase**
- 22.4. AF IMT 55, Employee Safety and Health Record**
- 22.5. AF IMT 103, Base Civil Engineering Work Clearance Permit**
- 22.6. AF IMT 332, BCE Work Request**
- 22.7. AF IMT 1219, BCE Multi-Craft Job Order**
- 22.8. AF IMT 1487, Fire Prevention Visit Report**
- 22.9. AF IMT 2432, Key Issue Log**
- 22.10. AF IMT 3130, General Purpose**
- 22.11. AF IMT 3952, Chemical Hazardous Material Request/Authorization**

BRADLEY D. SPACY, Colonel, USAF
Commander, 375th Mission Support Group

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

AFI 32-1001, *Operations Management*

AFPAM 32-1004 Volume 3, *Working in the Operations Flight, Facilities Maintenance*

AFPAM 32-1004 Volume 3, Attachment 3, *Building Managers Handbook*

AFI 32-2001, *The Fire Protection Operations And Fire Prevention Program*

AFI 90-301, *Inspector General Complaints Resolution*

AFI 90-821, *Hazard Communication Program*

AMCVAs 245-248, *Force Protection Signs*

SCOTTAFBPAM 32-1001, *Scott AFB Facility Managers Guide*

SCOTTAFBI 32-2001, *Fire Protection Program*

SCOTTAFBI 32-101, *Key and Lock Control for Real Property Facilities*

SCOTTAFBI 32-1002, *Pest Management Program*

SCOTTAFBI 32-1004, *Maintenance of Structures and Grounds*

SCOTTAFBI 32-1006, *Peak Electrical Demand Readiness Procedures*

SCOTTAFBI 48-101, *Occupational Health, Education and Hazard Communication Program*

SCOTTAFBVA 32-4001, *Tornado Safety Rules*

SCOTTAFBVA 32-4002, *Earthquake Safety Rules*

Scott AFB Shelter-In-Place Guide

Abbreviations and Acronyms

AFI—Air Force Instruction

ACM—Asbestos Containing Materials

AF—Air Force

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AMC—Air Mobility Command

AMCVA—Air Mobility Command Visual Aid

AS—Airlift Squadron

ATFP—Antiterrorism and Force Protection

AW—Airlift Wing

BCE—Base Civil Engineer
BEF—Bio-Environmental Flight
CE—Civil Engineer
CEFP—Civil Engineer Fire Prevention
DoD—Department of Defense
DSW—Direct Scheduled Work Order
ECAMP—Environmental Compliance Assessment and Management Program
EIAP—Environmental Impact Analysis Program
EM—Emergency Management
EMS—Environmental Management System
FB—Facilities Board
FSDC—Fire Safety Deficiency Code
FPCON—Force Protection Condition
FWG—Facilities Working Group
GPC—Government Purchase Card
HAZCOM—Hazardous Communication Program
HAZMART—Hazardous Material Pharmacy
HIT—High Impact Team
HVAC—Heating Ventilation and Air Conditioning
IAQ—Indoor Air Quality
IAW—In Accordance With
IDIQ—Indefinite Delivery, Indefinite Quantity
IRP—Installation Restoration Program
LBP—Lead Based Paint
LRS—Logistics Readiness Squadron
MDG—Medical Group
MPH—Military Public Health
MSG—Mission Support Group
MSDS—Material Safety Data Sheet
MSS—Mission Support Squadron
NEPA—National Environmental Policy Act
OG—Operations Group

O&M—Operations and Maintenance
OSHA—Occupational Safety and Health Agency
PCS—Permanent Change of Station
PSA—Project Support Agreement
QAE—Quality Assurance Evaluator
RAC—Risk Assessment Code
RAM—Random Antiterrorism Measures
RPIE—Real Property Installed Equipment
SCOTTAFBPAM—Scott Air Force Base Pamphlet
SIP—Shelter-in-Place
SOW—Statement of Work
UCC—Unit Control Center
WMD—Weapons of Mass Destruction
WRRP—Work Request Review Panel

Attachment 2

FACILITY MANAGER'S APPOINTMENT LETTER

Date Stamp

MEMORANDUM FOR 375 CES/CEOC

FROM: UNIT/CC or Agency Chief

SUBJECT: Appointment of Primary and Alternate Facility Managers

1. (FOUO) The following individuals are appointed as facility managers IAW SCOTTAFBPAM 32-1001 for **Buildings 1, 2, and 3**. **NOTE: FOR OFFICIAL USE ONLY (FOUO) when information is filled in.** Example for facility managers over multiple buildings:

Primary: Rank/Full Name Office Symbol Duty Phone Home Phone Date of Appointment

Alternate: Rank/Full Name Office Symbol Duty Phone Home Phone Date of Appointment

2. These individuals must be an officer, NCO, or civilian equivalent with sufficient authority and ability to perform their assigned duties. They will serve a minimum term of 12 months as a facility manager to ensure program continuity and minimize disruption to facility occupants.

3. Within 30 days of appointment, individuals must accomplish on-line Facility Manager Training available on the 375 CES Website and forward course completion documentation to CE Customer Service, 256-2202.

4. New appointment letters must be submitted 30 days prior to any change. Facility managers will not be officially relieved from duty by CE until a new appointment letter is provided to CE Customer Service.

5. This letter supersedes all previous letters and is subject to the protections governed by the Privacy Act of 1974. Direct questions regarding this appointment letter to my point of contact, MSgt Doe, 999-9999.

JOHN A. BROWN, Major, USAF

Commander/Agency Chief Signature Block

Attachment 5

FACILITY MANAGER'S CHECKLIST

EXTERIOR	YES	NO
1. Is landscaping alive/trimmed/clear of debris and weeds? Does it reflect local themes?		
2. No garbage, cigarette butts (butt can painted tobacco brown), or other debris anywhere around facility?		
3. When ground cover is used is it contained and evenly distributed?		
4. Are planted areas edged and containment method prevents ground cover from scattering?		
5. Is grass evenly cut and all sidewalks cleanly edged? Weeds removed from sidewalks and parking lots?		
6. Are exterior signs for facility clearly displayed, mounted level, and meeting local base criteria? Signs should be reduced to the minimum number and size required to effectively transmit message. Avoid placing two or three signs on top or next to each other.		
7. Are all ground-mounted signs enhanced with landscaping?		
8. Is building exterior painted to base standards? Is the building number clearly displayed?		
9. Do all objects provided by vendors (i.e., newspaper dispensers, phone booths, coin/vending machines) in good shape and match the color scheme for the facility interior or exterior? Are they positioned out of direct sight of public entries? Are coin/vending machines protected or in screened areas if possible?		
10. Is exterior lighting complimentary, adequately bright, and are public service signs lit?		
11. Are all exterior lighting fixtures working? All lenses clear of dead insects? Are they turned off during the day?		
12. Do trashcans, butt cans, ashtrays and other receptacles match or enhance the appearance of a space? Ensure there are no red butt cans? All should be unobtrusive, not detracting from building entrances, and set on level ground or concrete mini pads (better option)		
13. All abandoned pipes, vents, grates or electrical boxes removed? Are all working elements in good shape?		
14. Are exterior stairwells clean, free of debris and cobwebs? Safely lit and protected from elements? Do stairs have slip-resistant surfaces?		

INTERIOR	YES	NO
1. Do any exposed CMU interior walls exist? If yes, have you requested CE treatment?		
2. Are all wall surfaces clean with no soot or dust from HVAC ducts?		
3. Are all wall surfaces free of mold?		
4. Do all exterior and interior displayed patches meet current colors scheme? Are other AMC logos to standards for sharp professional image? Is patch edges frayed or unattached to mounting surface?		
5. Are walls decorated with appropriate pictures/posters (tasteful and framed)?		
6. Do fire bells, fire extinguishers cases, fire hose enclosures, phones, outlet faces plates, emergency lighting boxes, speakers, thermostats and other wall-mounted devices (not required to be a certain color by regulatory agency) match interior color scheme? Are they recessed into wall where possible?		
7. Are windows clean, free of cobwebs, and have curtains/blinds that complement décor?		
8. Are all mounted directional or function signs framed or otherwise finished in a manner that compliments interior design (paper signs taped to walls do not reflect appropriate professional appearance)? Signs should be reduced to the minimum number and size required to effectively transmit message. Avoid placing two or three signs on top or next to each other. Signs should be standardized to the maximum extent possible (color, design, font, etc.). Brown exterior signs should not be used for building interiors.		
9. Are all building directories, maps, and office designation signs clearly displayed, correct and enhance appearance?		
10. Are all exposed piping, electrical conduits, and vents treated to be subdued and unobtrusive? Electrical cords, computer/communication cables, and other wires should be concealed from view.		
11. Are there any unused brackets, hooks, or mounting devices that can be removed without damaging finishes?		
12. Are wall and door protectors free from dents, scuffs, and marks?		
13. Is automatic door opening sensors properly aligned to prevent errant opening?		
14. Are squadron showcases (i.e., trophies, plaques), recognition boards, and bulletin boards clean, professional, and prominently displayed? Are all pictures and notices current?		
15. Do water fountains work? Are they clean, in good shape, and do they match decor?		
16. Are clocks working and do they compliment the decor?		

FLOORS	YES	NO
1. Are mats to facility and decorative rugs within facility clean and undamaged?		
2. Are stairway hand railings clean, undamaged, and do they match decor? Are they attached to walls at all designed locations?		
3. Are carpets clean and free of stains and frayed edges?		
4. Are tile floors clean, polished, and free of scuffs, cracks, and gouges?		
5. Are surfaces free of mold?		
6. Are stairway surfaces clean and up to standards?		
7. Are floor electrical fixtures protected from moisture and finished to blend in with floor finish?		

CEILINGS	YES	NO
1. Are all ceiling tiles clean, undamaged, and not warped? Is ceiling grid undamaged? Are cobwebs collecting in corners? Any holes present? Are all surfaces free of mold?		
2. Are all lighting fixtures operational? Are fluorescent bulb colors consistent? Are fixture lenses consistent with the décor, unbroken, not chipped, clean, and insect free		
3. Are all lights that are wired to motion sensors or timers working properly to conserve electricity?		
4. Are heat/fire detectors finished to blend in with ceiling color?		
5. Are loose cables or wires hanging from the ceiling or along walls that are not encased?		
6. Are all ducts, vents, and surrounding walls/ceilings clean of dust and dirt?		

GENERAL	YES	NO
1. Are the primary public customer interface areas clean? Do all areas reflect pride? Are latrines adequately maintained?		
2. Are all customer survey collection boxes, information counters, and sign-up areas clearly denoted and compatible with decor? Counters and boxes themselves should be sharp in appearance, clean, not chipped around edges, neat, and uncluttered.		
3. Does facility decoration enhance overall color scheme? Are plants considered/used in interior decoration?		
4. Are all doors working? Is all door hardware in good operating condition?		
5. Are building janitorial contracts executed by BCE reviewed to ensure they meet customer needs for frequency, type of service performed, areas of concentration (i.e., latrines, common areas, customer area)?		
6. Are desired changes to janitorial contracts actively worked by facility managers?		
7. Are carpet cleaning and floor servicing contracts overseen by facility managers?		
8. Are refuse collection contracts for facilities reviewed by each facility manager for adequacy to prevent debris from overflowing dumpster and littering areas?		
9. Is furniture in good shape, clean, and adequate for office function? Does furniture match in design from room to room? Do chairs match furniture in design and are they free of rips and tears in upholstered areas (particularly where armrests contact table and desk edges)?		
10. Are boxes or files laying around not in use? Are office trashcans hidden from view?		

SAFETY	YES	NO
1. Are all energized switches, receptacles, and junction boxes covered with suitable plastic covers?		
2. Are breaker switches free from being taped in the on/open position?		
3. Does a built-in fuse or circuit breaker control multiple-type electrical outlets?		
4. Are blocked doors or passages marked "Not an Exit"?		
5. Is the facility clean and orderly?		
6. Are paint and insulation materials in poor repair? Have these been tested for lead or asbestos (call Asbestos/Lead Paint I/A 256-1544)?		
7. Are the building floors kept smooth and free of obstruction and slippery material?		
8. Is flooring (carpets, tiles, and linoleum) in good condition, providing no tripping hazards?		
9. No more than a day's supply of paint or other flammable material is kept in the immediate work area?		
10. Are aisles and passageways kept clear and in good repair with no obstructions across or in the aisles that could create a tripping hazard?		

SAFETY	YES	NO
11. Do temporary barricades guard temporary floor openings?		
12. Are areas adjacent to sprinkler control valves, fuse boxes, and electrical switch panels kept free of obstructions?		
13. Are all portable metal ladders stenciled "DANGER-DO NOT USE AROUND ELECTRICAL EQUIPMENT" in 2-inch high red letters, if not marked with safety instructions by the manufacturer?		
14. Are defective ladders (missing nonstop bases, wobbly, rickety, or otherwise in poor condition) tagged with a danger tag and removed from service until repaired or destroyed?		
15. Is office furniture (desks, chairs, filing cabinets, tables, etc.) in good repair?		
16. Are office fans well guarded, front and back, with guards to prevent fingers and hands from getting inside the guard?		
17. Have power cords running through doorways, walls, under carpets, or rugs been eliminated?		
18. Is personal protective equipment (goggles, gloves, safety-toed shoes, and ear-muffs) used by personnel when operating powered equipment?		
19. To prevent tripping hazards, are desks and filing cabinet drawers closed when not in use?		
20. Are personnel opening only one file drawer at a time to prevent the cabinet from toppling over?		
21. Are doors that open directly into passageways marked with signs stating "OPEN DOOR SLOWLY"?		
22. Are file cabinets arranged so those file drawers do not open into aisles?		
23. Are paper cutters equipped with guards to prevent hand and finger injuries?		
24. Is there a HAZCOM Program established in the facility? Does it include a list of chemicals used in the facility, MSDS for each chemical, labeling for each chemical, and worker's training?		

Attachment 6

IMPORTANT PHONE NUMBERS

Asbestos/Lead Paint Contract QAE (CEOE).....	256-4337
Bio-Environmental (375 AMDS/SGPB).....	256-7307
Construction Management (CECC).....	256-4825
Drafting (CECD).....	256-8470
Environmental Management (CEV).....	256-2092
Fire Department Alarm Room (CEF).....	256-5130
Grounds Maintenance QAE (CEOE).....	256-5340
Headquarters Facility Maintenance (CEOF).....	256-2528
Portable Toilet Contract QAE (CEOE).....	256-4337
Readiness (CEX).....	256-4831
Recycling Center.....	256-6431
Resources (CER).....	256-3457
Security Forces Law Enforcement Desk (375 SFS/SFOA).....	256-2223
Wing Safety (375 AW/SE).....	256-6311
Base Contracting (375 CONS/LGCP).....	256-9272
Custodial Contract QAE (CEOE).....	256-2661
Customer Service (CEOC).....	256-2202
Emergency Service Call Desk.....	256-2202
Energy Manager (CEOE).....	256-4343
Fire Department Technical Services (CEF).....	256-7212
HAZMART.....	256-5962
Plans and Programs (CECP).....	256-3701
Public Health (375 AMDS/SGPM).....	256-4986
Real Estate Office (CECR).....	256-2926
Refuse Contract QAE (CEOE).....	256-4337
SABER (CECS).....	256-4852
Self-Help Center (CEOCS).....	256-2104

Attachment 7

"HIT" MAINTENANCE FACILITY LIST

Bldg#	Occupants	Bldg #	OCCUPANTS
P-3	Wing Headquarters	1900 ...	Huyser House
P-4	18 AF	1912 ...	Dorm
P-6	Fitness Center	1930 ...	Pronto Pizza/Teen
P-10	Military Personnel Flight	1930 ...	Center/Family Support
150	Essex House	1934 ...	Bowling Alley
1192	Golf Course Club House Only	1940 ...	Base Library
1508 ...	Lodging	1987 ...	James Gym
1509 ...	Lodging	1989 ...	Skills Development Center
1510 A&B	Lodging	5101 ...	TLF (862-867)
1512 ...	Lodging	5107 ...	TLF (869-873)
1513 ...	Lodging	5201 ...	TLF (874-879)
1560 ...	Scott Club	5203 ...	TLF (820-823)
1620 ...	Chapel #1	5204 ...	TLF (858-861)
1630 ...	Child Development Center	5205 ...	TLF (824-827)
1670 ...	Base Theater	5206 ...	TLF (854-857)
1800 ...	Nightingale Inn	5207 ...	TLF (828-831)
1805 ...	Mazie Gilland Child Care Center	5210 ...	TLF (842-847)
1810 ...	Dorm	5212 ...	TLF (838-841)
1820 ...	Dorm	5214 ...	TLF (832-837)
1830 ...	Dorm	5713 ...	Chapel #2

Attachment 8

FACILITY MANAGER'S HVAC INSPECTION CHECKLIST

7A. General Information:

7A-1. Date of last CE HVAC inspection? _____

7A-2. Is Documentation on file in Facility Manager's office? **Yes or No**7A-3. Is the use of the cooling or heating system currently restricted as per Air Force seasonal requirements? **Yes or No**7A-4. With the exception of routine repairs and maintenance, has there been work done in the last 12 months to or around the internal or external configuration of the facility? **Yes or No** (If yes explain)

7B. Required Administrative Information of area affected by HVAC System:

7B-1. Organization/Unit Name _____

7B-2. Commander Name: _____

7B-3. Facility Manager Name: _____

7C. Were any of following potential facility deficiencies noted?**SCORING: Yes No Not Checked (NC)****7D. Temperature:**7D-1. Room supply air vents blocked/altered? **Yes No NC**7D-2. Is fresh air intake properly set to accommodate room occupancy? **Yes No NC**

7D-3. (Contact CE HVAC for guidance)

7D-4. Are all ceiling tiles in place? **Yes No NC****7E. Humidity:**7E-1. Is fresh air in-take ratio properly set to accommodate room occupancy? **Yes No NC**7E-2. Room supply air vents blocked? **Yes No NC**7E-3. Any visible sources of moisture affecting the HVAC system? **Yes No NC**7E-4. Are all ceiling tiles in place? (wet, stained) **Yes No NC**

7F. Nuisance Dust:

- | | | | |
|---|------------|-----------|-----------|
| 7F-1. Are filters serviceable? | Yes | No | NC |
| 7F-1.1. What is the established routine filter change-out schedule? | _____ | | |
| 7F-2. Is filter change out schedule followed? | Yes | No | NC |
| 7F-3. Are room supply air vents dusty? | Yes | No | NC |
| 7F-4. Is the work area near sources of excessive dust? | Yes | No | NC |
| 7F-5. Are written house keeping procedures in place? | Yes | No | NC |

7G. (In-house or Contract)

- | | | | |
|--|------------|-----------|-----------|
| 7G-1. Are these procedures on file in facility manager's office? | Yes | No | NC |
|--|------------|-----------|-----------|

Attachment 9

OCCUPATIONAL IAQ MEDICAL SURVEILLANCE CHECKLIST

(Commanders/superintendents will be officially notified at the time medical action is requested)

Name of Individual Initiating Medical Surveillance: _____

Phone: _____

Organization/Unit Name: _____

Commander Name: _____

Superintendent Name: _____

Facility Manager Name: _____

Name of Supervisor of Affected Area: _____

1. Have there been significant complaints from workers of persistent negative signs and symptoms that increase in the work center and decrease when away?

Yes No Unknown

2. Have workers experiencing recurring signs/symptoms been briefed to seek medical attention?

Yes No Unknown

3. How many workers are located within the facility/section where complaints are noted?

4. Has medical surveillance been accomplished in this or adjoining areas within the last 12 months?

Yes No Unknown

5. Has a diagram of the facility/section where potential IAQ signs and symptoms are being experienced been annotated on CE Real Property diagram? The diagram should include the area surrounding all workers within the complaint area and not solely the immediate area of the individual experiencing signs and symptoms. (**Note:** Please attach diagram.)

Attachment 10

IAQ MEDICAL QUESTIONNAIRE

Name:		Rank:	Sex:	Age:
Building #:	Organization/Office symbol:	Duty phone:		
Are you located in the affected area diagram?		Room #: Area:		
<p>This questionnaire is to assess the satisfaction of building occupants with building conditions. Please answer the questions positively if you have any of the following symptoms or conditions and believe they are caused or aggravated by the building environment. Place the number describing the frequency next to the condition.</p> <p>0 = Never 1 = Sometimes 2 = Often 3 = Always</p>				
	Aching Joints		Shortness of Breath	
	Back Pain		Dry/Itching Skin	
	Nasal Problems		Asthma	
	Ear Problems		Dizziness	
	Fatigue		Coughing	
	Colds		Sneezing	
	Bronchitis		Difficulty Concentrating	
	Headaches		Difficulty Remembering Things	
	Drowsiness/Sleepiness		Room Temperature Too Warm	
	Hay Fever/Allergies		Room Temperature Too Cold	
	Chest Tightness		Wheezing	
	Eye Irritation/Itching			
A. When did these symptoms start? _____				
B. Do you feel these symptoms are seasonal? YES NO				
B-1. If yes, when? Winter (Dec-Feb) Spring (Mar-May) Summer (Jun-Aug) Fall (Sep-Nov)				
C. Have you seen a doctor recently about these symptoms? YES NO				
D. When do these symptoms occur? Morning Noon Night All the time				
E. Do the symptoms get worse as the week progresses? YES NO				
F. When do you get relief from these symptoms? _____				
G. Do you work with office equipment (computers, printers, copiers, etc.)? YES NO				
H. Do you smoke? YES NO				

H-1. If yes, how many packs a day? _____
I. How long have you worked in this building? (years & months) _____
J. How many hours per day to you work with a computer or word processor? _____
K. Do you have pets at home? YES NO
K-1. If yes, what kind? _____

Attachment 11

SCOTT AFB – PROCESS FLOW CHART

