

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE HANDBOOK
32-9001**



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Civil Engineering

FACILITY MANAGEMENT GUIDELINES

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This handbook is a compilation of standards, references, and detailed guidance that is provided as a tool to assist, instruct, and familiarize all facility managers with the rules and regulations regarding Tinker Air Force Base facilities; and applies to Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afrims/afrims/rds/rds_series.cfm Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s form the field through publications/forms managers.

SUMMARY OF CHANGES

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This interim change removes the requirement in paragraph 2.11 to post evacuation plans on bulletin boards. Evacuation plans should not be posted. Plans should be briefed to all personnel and maintained at Tab C of the unit emergency management handbook. Reference to AFI 10-2501 Tinker Supplement 1, *Air Force Emergency Management (EM) Program Planning and Operations*, and Tinker AFB Comprehensive Emergency Management Plan 10-2 have been added to Attachment 1, "Glossary of References and Supporting Material," and publish dates for

DoDR 7000-14 Vol.4, *Accounting Policy and Procedures*, and TINKER AFBI 32-7004, *Hazardous Waste Management*, have been updated.

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1. Facility Manager Appointment.

1.1. Designation and assignment of primary facility manager, alternate facility manager and organizational building representative (OBR). Each organizational commander will submit a letter of appointment or a TINKER AFB Form 545, *Facility Manager Appointment Form*, **Figure 1.1.**, to Real Property at 72 ABW/CECR to appoint a primary facility manager, alternate facility manager and/or OBR. Information in this file will only be used for purposes relating to assigned duties.

1.2. Facility manager training is required for each facility manager, alternate facility manager and OBR. Training is not required before the appointment of a facility manager/OBR but should be completed within 30 days of appointment. Training is provided by 72 ABW/CECR on-line via the Tinker web at <https://wwwmil.tinker.af.mil/72abw/ce/RealProperty/realproperty.htm>. Any manager/OBR that has not had the required training at the time of appointment will be

notified of the training requirement and given a link to the Real Property web page, along with a list of what they will find on the web page.

1.3. The organizational commander will notify 72 ABW/CECR at least 10 days prior to any change in primary facility managers, alternate facility managers or OBRs. At the time of permanent change of duty station, separation, transfer to another location or termination of employment, the individual will obtain clearance from the Real Property Department.

1.3.1. REAL PROPERTY MANAGER

72 ABW/CECR

Bldg 414

Telephone: 734-8443

Fax: 734-3102

1.4. The organization using the largest amount of space within a facility will be responsible for the appointment of a primary and alternate facility manager. To accommodate the other using organizations, each respective division/squadron commander may appoint one OBR. The OBR will be responsible for their area within the building, not unlike the manner in which the facility manager is responsible for the entire building.

1.5. Contractors or contractor representatives may be assigned as real property facility managers when (a) provisions for such assignments are in the best interest of the government and contained in the Performance Work Statement, and (b) when the buildings are provided to the contractor as government furnished facilities necessary to perform the contract, and the contractor and/or personnel will be the sole or primary occupant or user. It is the responsibility of the organizational commander and facility manager to ensure compliance with this handbook and all other applicable directives by the facility manager, alternate facility manager and OBR. The facility manager is to provide guidance to the alternate and OBR in the correct procedures for accomplishing the duties and responsibilities of this instruction. The primary and alternate managers, and OBRs, should work as a team to ensure the facility is managed effectively and efficiently.

Figure 1.1. Facility Manager Appointment Form.

FACILITY MANAGER APPOINTMENT FORM

DATE

CHECK APPROPRIATE TITLE

PRIMARY FACILITY MANAGER

ALTERNATE FACILITY MANAGER

ORGANIZATIONAL BUILDING REPRESENTATIVE (OBR)

NAME

GRADE/RANK

ORGANIZATION/OFFICE SYMBOL

WORK PHONE

HOME PHONE

E-MAIL ADDRESS

FACILITY NUMBER(S)

CUSTOMER ACCOUNT NUMBER

Name of the Facility Manager the above named individual is replacing (if known)

If the above named individual has had Facility Manager training, please provide the date of training

ORGANIZATIONAL COMMAND LEVEL (DIRECTORATE, DIVISION OR SQUADRON)

SIGNATURE REQUIRED

PLEASE RETURN THIS FORM TO 72 ABW/CECRR - BLDG 414, FAX 405-734-3102

For questions regarding this form, please contact Real Property, ext. 405-734-8443

TINKER AFB Form 545, 20100112

2. Facility Manager Responsibility.

2.1. Maintain a maintenance request folder for each facility assigned.

2.2. Conduct monthly visual inspections of the facility for drafty or broken windows and doors, damaged electrical fixtures, leaking plumbing, dirty vents, etc. to determine the condition of the property, using AF Form 2519, *All Purpose Checklist*, Figure 2.1. Inspect all interior areas such as closets, stairwells, entrances, hallways and office areas for neatness and cleanliness. Notify area occupants of any poor housekeeping and ensure corrective action is taken. Housekeeping within equipment and mechanical rooms is solely the responsibility of 72 ABW/CECO. Report unsecured mechanical rooms to the Customer Service Center, 734-3117.

2.3. Survey all assigned areas and submit work requests, if required, to ensure removal of handicap barriers. Any questions regarding the American Disabilities Act may be referred to 72 ABW/CECEE, 734-2868.

2.3.1. INTERIOR DESIGN

72 ABW/CECEE
Bldg 400
Telephone: 734-2868
Fax: 734-5538

2.4. Brief the users of the facility on their collective responsibility for the care, custody and protection of the property. Ensure that facility users do not alter the arrangement of or move/remove: water, heating, lighting, ventilation, air conditioning, plumbing and related fixtures, or other real property installed equipment.

2.5. Jointly publish rules for opening and closing the facility during normal duty hours and for after-hours admittance and use (including security measures to be observed). These rules should include procedures for coordinating with the energy monitors to ensure maximum conservation of energy while the facility is closed.

2.6. Ensure that assigned space is used as approved by the base Facilities Board and the Space Working Group, 72 ABW/CEAO, 734-2074. A good practice is to have floor plans of the facility and outline which organizations occupy which areas within the building.

2.7. Fire prevention must be an integral part of the facility manager's monthly facility inspections. When the facility manager identifies a fire hazard or deficiency, corrective action must be initiated immediately. Fire inspectors will request the facility manager accompany them during annual fire prevention assessments. The facility manager will be advised of any discrepancies noted. Ensure follow-up corrective action is taken on all discrepancies and irregularities that are found during fire inspections. Compliance with fire safety guidelines as defined in AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, is required. Fire prevention is everyone's responsibility. Facility managers must continually enforce fire-safe practices. For more information about fire safety and prevention, contact 72 ABW/CEFT, 734-3981.

Figure 2.1. Monthly Facility Inspection Checklist.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Monthly Facility Inspection		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
1.	Inspect all floors for loose, missing, or broken surfaces, such as missing floor tiles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Inspect walls for holes, loose panels, missing or loose boards and scratches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Inspect ceilings for loose or missing tiles, loose plaster/sheetrock and water stains, which indicate a leak in a water line or roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Inspect windows for broken glass, worn weather stripping and torn or missing screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<h1>SAMPLE</h1>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Inspect all doors for inoperative locks and broken panels, casings or hinges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Inspect electrical components, such as fixtures, switches, and wall outlets for needed repair. Judgement must be made as to whether to submit an AF Form 332 or immediately call the Customer Service Desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.8. Fire extinguishers must be inspected monthly for serviceability. A program shall be established to track each fire extinguisher from cradle to grave and document monthly checks. Facility managers shall budget for the purchase and maintenance of fire extinguishers to comply with AFOSHSTD 91-501. See the Fire Department web site <https://wwwmil.tinker.af.mil/firedept> for more information on fire extinguishers.

2.9. When permanently vacating a facility, ensure all government and/or personal property is removed, the interior of the facility is cleaned and fire hazards are removed. Upon completion of these tasks, notify Real Property (72 ABW/CECR), 734-8443, for a joint inventory and inspection of the facility. If the inventory and inspection are acceptable and all keys are turned in for the facility, 72 ABW/CECR will relieve the organization of responsibility for the facility.

2.10. The facility manager in conjunction with the unit emergency management (UEMR) representative need to identify protective tornado shelter locations in all unit facilities (see CEMP Plan 10-2 Annex B, Natural Disasters). The tornado shelter areas must be identified with Tinker approved shelter signs which are unit funded. Contact 72 ABW/CEX for sources of signs.

2.11. The facility manager in conjunction with the unit emergency management (UEMR) representative must have a plan for in-place sheltering and/or evacuation for terrorist weapons of mass destruction incidents. The plan must be developed, briefed to all unit personnel and maintained in the Tab C of the unit emergency management handbook. In-place sheltering and/or evacuation are outlined in CEMP Plan 10-2, Appendix 5 to Annex D. Another source of reference for hazardous materials releases is *Protective Actions for a Hazardous Material Release - A US Air Force Protective Actions Planning Guide for Individuals and Facility Managers*, dated 22 October 2001.

Figure 2.2. Fire Prevention Self-Inspection Checklist.

**FIRE PREVENTION
SELF-INSPECTION
CHECKLIST**

DATE _____

NOTE: SUPERVISORS, FUNCTIONAL MANAGERS AND FACILITY MANAGERS SHOULD FAMILIARIZE THEMSELVES WITH THIS CHECKLIST.

THE FACILITY MANAGER'S HANDBOOK SUGGESTS THAT EACH FACILITY MANAGER INSPECT THEIR ASSIGNED AREA ONCE A MONTH. PLEASE USE THIS CHECKLIST AND PROVIDE IT TO THE FIRE INSPECTOR WHEN THE ANNUAL FIRE PREVENTION VISIT IS CONDUCTED.

CHECK WHEN ACCOMPLISHED

- Do I brief all newcomers on fire reporting, fire evacuation, exits, fire extinguisher locations and manual pull alarms within 30 days?
- Do I have a current evacuation plan?
- Do all of my co-workers know how to report a fire?
- Do all of my co-workers know how to use a fire extinguisher?
- Are all exiting signs illuminated? (NFPA Life Safety Code)
- Are exits free and clear of obstructions and do doors and latches work properly?
- Do I have a procedure developed to ensure exits are clear of snow and ice during normal hours of operation?
- Are aisle ways (access to exits) blocked?
- Are fire extinguishers serviceable? (pin attached, pressure gauge in the green, test date not expired)
- Are all emergency lighting systems in working order? Do I have a record of testing the emergency lighting systems? (tested for 30 seconds every month and 1 ½ hours every year) (NFPA Life Safety Code)
- If applicable, are grease filters cleaned at least once a day? Are duct and related equipment above the filters cleaned every six months or more often as necessary? Do I maintain records of cleaning?
- If applicable, are deep fat fryers tested every 12 months and do I maintain records concerning the testing?
- Are equipment rooms used only for their intended purpose? (not a storage area)
- Do I maintain good housekeeping standards?
- Do I have any hazardous materials improperly stored in my building?
- Are we using surge protectors correctly? (computers only, do not plug coffee pots, microwave ovens or any other heat producing appliance into a surge protector)
- Do I maintain a minimum of 18 inches of clearance around installed fire protection equipment or electrical fixtures?

SAMPLE

3. Custodial, Refuse and Recycling Services

3.1. Custodial and refuse services are provided by 72 ABW/CEES, except in 76 MXW industrial facilities and most 76 MXW assigned office areas. Industrial facilities are serviced by 76 MXSG/MXRIWRS. Facility managers/OBRs should notify 72 ABW/CEES when there are vacancies or construction in areas of buildings which will not require custodial services.

3.2. **Refuse:** Trash will be sacked with ties, or boxed with taped lids, prior to placement in containers. Keep lids and doors closed on all dumpsters/compactors. Dumpster pick-ups are on an established schedule or on-call; extra pick-ups can be provided in addition to the regular service.

3.2.1. CUSTODIAL/REFUSE SERVICES

72 ABW/CEES
Bldg 400
Telephone: 734-3301
Fax: 734-654

3.2.2. 76 MXSG/OBWK

Telephone: 736-4374

3.3. **Recycling:** Aluminum – Cans must be free of liquid.

Cardboard – Free of wood, staples, and trash. Break down boxes.

Paper – High grade paper only (no goldenrod).

Wood – Free of bolts, metal, cardboard and other foreign materials.

3.3.1. RECYLING SERVICES

72 MSG/SV
739-3610

3.4. **Additional Phone Numbers:** 72 ABW/CEANO 734-5199

Services Recycling Program 739-3610

DRMO (Disposal Information) 739-7176

Fluorescent Light Bulb Disposal 734-3279

3.5. Outside Cleanup:

3.5.1. The organizational commander, with or through the facility managers/alternate facility managers and OBRs, will ensure that the areas in and around their facilities for a distance of 50 feet are litter free. This area of responsibility is halfway to the adjoining facility or to an appropriate physical barrier, such as a fence, sidewalk, street or 50 feet, whichever comes first.

3.5.2. All litter/trash should be disposed of in appropriate trash cans. Cigarette butts should be disposed of in appropriate butt cans.

3.5.3. Snow, sleet and ice conditions will be monitored as required by AFI 32-1002, *Snow and Ice Control*. The facility managers and OBRs will jointly maintain snow shovels, a supply of sand and appoint personnel within the building to clear ice and snow from steps and sidewalks. Snow shovels may be purchased at the San Antonio Lighthouse in building 469 or in the satellite store in building 3001. Facility managers or their designate may obtain sand at building 773. Facility managers must provide containers to transport the sand. To make arrangements to pick up sand, please call 734-5053.

3.6. **Special Cleanup Details:** 72 ABW/CEC has the overall responsibility for roads and grounds maintenance in common use areas, which includes sweeping streets and parking lots, policing shoulders of streets for litter, all grass mowing and trimming shrubbery.

3.6.1. **ROADS MAINTENANCE SERVICES**

72 ABW/CECOUV
Bldg 773
Telephone: 734-5053
Fax: 734-3224

3.6.2. **GROUNDS MAINTENANCE SERVICES**

72 ABW/CEE
Bldg 1137
TRACE, Inc.
Telephone: 734-1381

4. Facility Maintenance. The Central Service Call/Customer Service Center serves as a focal point for work requests for all types.

4.1. After-hours or emergency calls are handled by the Emergency Response Team and on-call technicians at 734-3117. Emergency work includes, but is not limited to: loss of heat, steam, gas or water; clogged plumbing; failure of a critical air conditioning system; power failure; faulty electrical system; and fire or safety hazards. The facility manager/OBR will post procedures for reporting emergency work on various bulletin boards in the facility.

4.1.1. **CUSTOMER SERVICE CENTER**

E-mail @ 72 ABW/CEC Customer Service
(72abw.cec.custserv@tinker.af.mil)

24 hours/day 7 days/week
72 ABW/CECOW
Bldg 414
Telephone 734-3117
Fax 734-3511

4.1.2. Many requests received by the Service Call Function are non-emergency types and is programmed for completion according to the following: urgent - 5 days, routine - 30 days, in-service work plan or over 30 days according to published schedules.

4.1.3. Non-emergency repair work may be requested by e-mail at **72 ABW/CEC Customer Service**. We do require that all information requested be provided and we have developed a simple format available, via e-mail, upon your initial request.

4.2. **Maintenance Request Register:** To properly control all work requests, service calls, minor maintenance and self-help work, the facility manager/OBR will enter the following items on the Maintenance Request Register as a minimum: complete description of work being requested, location of work, room number, etc., avenue used to request work, date submitted or time called in, service call job order or work request number given by 72 ABW/CECOW, and date of completion. If the facility manager/OBR has more than one building, a separate maintenance request register for each facility is required.

5. AF Form 332, BCE Work Request. AF Form 332 will be used to request modifications, renovations, installations, maintenance and repair, or new work/construction to assigned real property or real property installed equipment. This form will be used for in-house work, contract work, self-help work and work done as a result of facility abuse or ordinary wear and tear.

5.1. **Requester** (*Section I Blocks 1-3, 5-7 & 11-13*): The facility manager or OBR will prepare an AF Form 332, and retain one copy for the facility manager's files. When possible, all requirements for a single facility will be included in a single AF Form 332 submission. Complete the request according to the instructions on the reverse side of the form. Include the required or desired date of completion. "ASAP" will not be accepted. **NOTE:** In block 5, the name and phone number of the POC within the section or location of where the work will be accomplished should be identified. The facility manager/ OBR should print his or her name/rank in blocks 11/12 and sign in block 13. However, if it is determined that the organizational commander has to approve the request, then the commander's name/rank goes in blocks 11/12 and his/her signature in block 13. In this case, the facility manager/OBR should coordinate in block 14. An AF Form 332 requesting routine maintenance does not require the organizational commander's signature.

5.2. **Description** (*Section I Block 8*): The description of work requested should be supported where possible by sketches, plans, diagrams, photographs, specifications, material information, specific time frame and any other data or information that will provide a clear, complete description of the location and scope of the work being requested. Copies of building plans can be obtained from the Engineering/Drafting Section (72 ABW/CECEE). For map support, users can access the GEOBASE interactive web map located at <https://wwwmil.tinker.af.mil/72abw/ce/Engineering/Engineering2.asp>. This site may also be found from the base web site. Follow the links to 72 ABW, then to Civil Engineering, then to Engineering. The default login/password for Tinker users is tinker/tinker.

5.2.1. ENGINEERING SUPPORT MANAGER

72 ABW/CECEE
Bldg 400
Telephone: 734-3412
Fax: 734-5538

5.3. **Justification** (*Section I Block 9*): Justifications must be complete, factual, indicate the urgency of the request and include the impact on the mission if the work is not accomplished. If applicable, include fire, safety and health hazard discrepancies with an attached inspection

summary. If relevant, include a copy of the instruction or standard that is out of compliance. The statement of requirements must be clear and concise to be fully understood by reviewing and approving authorities.

5.4. Donated Resources (*Section I Block 10*): Please be sure to identify any donated resources that will be supplied by your organization.

5.4.1. If **FUNDS** are supplied by the using organization, an AF Form 616, Fund Cite Authorization, will be required. Once funding is received, materials will be ordered.

5.4.2. If **LABOR** is supplied, work request is to be processed and accomplished through self-help, as well as material procurement.

5.4.3. If **MATERIAL** is supplied, please include a list of materials on hand or on order.

5.4.4. If **CONTRACT BY REQUESTER**, please include all contract information, unless contract is generated within Civil Engineering.

5.4.5. If **NONE**, please "X" this box.

5.5. Coordination (*Section I Block 14*): Coordination with agencies other than 72 ABW/CEC is the responsibility of the organization submitting the work request. Minimal coordination requirements for work other than routine maintenance and repair are Fire Dept, Environmental Management and Safety. Routine minor maintenance and repair does not require coordination. If this is a self-help project, inform the self-help department if you need shop support (i.e., electrical, fire sprinkler, plumbing or HVAC). 72 ABW/CECOW Customer Service, 734-3117, can assist you with coordination.

5.6. Estimated Costs (*Section III Blocks 20 & 21*): When using self-help, provide an estimate for labor and material costs. Attach a list of materials that will be used to accomplish the project and if applicable, as-built drawings with alterations and changes. As-builts are also required when installing ceiling or flooring materials.

5.7. Submit written requests well in advance so that accomplishment is within a realistic time frame. Allow time for the AF Form 332 to be processed and planned. Under the **Work Order Allocation Program** the respective Work Allocation Board will review each AF Form 332. After approval by the board and priority placement, the work order will be assigned a number by 72 ABW/CECOW.

6. Self-Help. Self-help is a great way to get some low priority work accomplished. There are many instances where an individual or organization may desire to do their own work. In these instances, the requester furnishes the work force and has the option of furnishing the materials. In deciding whether or not to approve the self-help request, the self-help representative must determine:

6.1. if the work is required. whether the requester has the technical capability and resources available to do the job. what support will be required. whether it would be economical for the requester to donate the necessary labor and materials.

6.2. It must be recognized that self-help may not always be cost effective. Civil Engineering is ultimately responsible for work on real property and consequently, may have to correct deficiencies created by self-help work. Therefore, materials furnished by the requester must

meet Air Force standards of quality and be approved by the Fire Department (72 ABW/CEF) and Civil Engineering.

6.3. Materials must be requisitioned within 30 days of self-help approval of AF Form 332. The self-help scheduler will notify the requester to pick up material (if furnished by 72 ABW/CEC) and begin work. All self-help work must be completed within 90 days of receiving material. Upon completion of self-help work, all furnished excess material will be turned in to the self-help department (72 ABW/CECOW). The self-help department may assign a job monitor for minor construction projects who will conduct periodic inspections until the project is completed. Notify the self-help department upon completion or cancellation of self-help work order requests.

6.3.1. SELF-HELP PROGRAM SUPERVISOR

72 ABW/CECOW
Bldg 413
Telephone: 734-5530
Fax: 734-3199

6.4. **Self-help Cards:** Self-help cards are another option permitting customers to obtain minor maintenance materials for small fix-it-up projects without submitting an AF Form 332. Facility managers/ OBRs are issued self-help cards to purchase minor maintenance items such as paint and accessories, outlet covers, and ceiling tiles. There is a limit of \$50.00 a month per organization and building. Batteries, dorm cleaning supplies, tools/flashlights, and vehicle supplies cannot be purchased with the self-help card.

6.5. **AF Purchase Card Program:** In accordance with Air Force Instruction 32-1001, *Operations Management*, prior to commencing any work that will repair, modify, or construct a real property facility, all base organizations must submit, and have approved, an AF Form 332. The proposed work must result in a complete and usable facility and the total cost of the work must be under \$2,000. Separate billing of work items to avoid this limit is prohibited.

7. Projects by Contract. There are many instances when needed work is beyond the scope of in-house capabilities. In this case, a facility project-by-contract may be needed. As the facility manager, the first person to contact about projects would be your Facilities Board Working Group (FBWG) member. Your FBWG member is your advocate for facility projects. 72 ABW/CECR can assist you in determining your FBWG member.

7.1. FACILITY PROGRAMMERS

72 ABW/CECR
Bldg 414
Telephone: 734-8443
Fax: 734-3102

7.2. **Submittals:** Facility projects by contract are requested on an AF Form 332, in the same manner as any other work request. Once the work request has been processed through the Work Order Review Board and the recommendation made to accomplish the work via contract, it will be assigned a project number. It is important that the work request include a thorough description of the work to be accomplished and a complete justification. Supporting

documents, such as drawings and design specifications, Risk Assessment Codes (RAC), and/or Fire Safety Deficiency Codes (FSDC), provide information that can further define the cost of a project, the time requirements for completion and the fund source. Based on the information provided, the work will be classified as “maintenance”, “repair” or “construction”. The programming avenue will be established and the project approval documents will be generated. Facility projects by contract require time for accomplishment, so facility managers need to plan ahead.

7.3. **Timeline:** From project planning to construction, the contract process can run 2-5 years depending on the program avenue selected.

Table 7.1. Timeline

Operations and Maintenance (O&M):	2 years
P-341 Unspecified Minor Construction (urgent):	1 year
Military Construction (MILCON):	5 years
Military Family Housing (MFH):	2-5 years
Non-Appropriated Funds (NAF):	2-4 years

7.4. **Fund Sources:** There are several different fund sources available based on the program avenue selected. Outside of tenant or other local fund sources, the list includes:

Table 7.2. Fund Sources

Sustainment, Restoration & Modernization by Contract
Defense Energy Supply Center
Environmental Compliance
MILCON Program Funds
Defense Medical Funds
NAF: Services, AAFES, Civilian Welfare Fund
Utility Energy Services Contracts for Energy Conservation

7.5. **Facility Sustainment Model (FSM)/Facilities Investment Metric (FIM):** Prioritizing facility projects for inclusion into fund-source programs is a difficult task, in that it requires input from the user, functional experts, reports/studies, FBWG members, and the Facilities Board. The FSM is the Department of Defense’s method of classifying facility work as either sustainment, or restoration and modernization. Sustainment supports maintenance and repair activities necessary to keep an inventory of facilities in good working order, including preventive maintenance tasks and scheduled minor/ major repair (including replacement of old systems) within expected life cycles. Restoration and modernization supports repair and replacement work to restore damaged facilities due to accident or failure attributable to inadequate sustainment, excessive age, or other causes. It also supports alteration of facilities to implement a new, higher standard, to accommodate new functions, or to replace building components that typically last more than 50 years. To further identify and stratify facility projects, and determine funds requirements, the Air Force applies the FIM. FIM assesses a project’s impact on the installation’s mission, and its relative order of importance. Each project will be assigned an impact rating. Sustainment projects are considered preventative

maintenance level and require advanced planning and scheduling to prevent mission impact. Restoration and modernization will be assigned one of three FIM impact ratings:

7.5.1. **Critical:** Significant loss of installation/tenant mission capability

Frequent mission interruptions
Work-arounds continuously needed
RAC or FSDC of 1

7.5.2. **Degraded:**

Limited loss of installation/tenant mission capability
Work-arounds to prevent mission disruption and degradation are frequent
RAC or FSDC of 2 or 3

7.5.3. **Essential:** Marginal or no adverse impact to installation/tenant mission capability

Work-arounds are seldom required

8. Keys and Locks.

8.1. **Key Control and Duplication:** Locks for facilities and associated real property will be changed by 72 ABW/CECOSL personnel. No organization other than 72 ABW/CECOSL on Tinker AFB shall reproduce keys or obtain keys, cores, locks, padlocks, or cylinders for real property. The use of off-base locksmiths for work on real property items without Civil Engineering coordination is **prohibited**.

8.1.1. **LOCK SHOP**

72 ABW/CECOSL
Bldg 414
Telephone 739-5625
Fax 734-3511

8.1.2. Requests for keys, cores, and locks will be on an TINKER AFB Form 325, Request for Lock Work or an AF 332, signed and submitted by the facility manager/OBR. Re-keying of a facility will be by submission of AF Form 332 to 72 ABW/CECOSL. Keys are then distributed by the facility manager/OBR to appropriate personnel via AF Form 1297, *Temporary Issue Receipt*. A record of all keys issued will be kept current and complete by the facility manager/OBR.

8.2. **Lock and Core Installation:** Facility managers/OBRs will submit an AF Form 332, or TINKER AFB Form 325 to the Lock Shop for keys or core changes for their facilities or the keying of new construction projects. The Lock Shop will establish the required DSWs.

8.2.1. Prior to changing key codes or contractor cores, the locksmith will notify the facility manager/OBR to pick up the new keys as soon as possible and the locksmith will then proceed to make all required changes. The facility manager/OBR will collect all old keys for turn-in to 72 ABW/CECOSL.

8.3. Exceptions:

8.3.1. Service contract keys (including custodial keys) will be requested and issued to the contractor by the facility manager/OBR after coordination with the Service Contract Section (72 ABW/CEES). Upon issuance of keys, the facility manager/OBR will supply

the Service Contract Section with a copy of the key receipt. *Note:* Custodial personnel working in billeting will receive keys from the Billeting Officer.

8.3.2. CUSTODIAL SERVICES CONTRACT KEYS

<mailto:rhonda.balsey@tinker.af.mil>

72 ABW/CEES

Telephone 734-3301

8.3.3. Keys to boiler, electrical and mechanical rooms will not be issued without prior approval of Operations Management (72 ABW/CECO).

8.3.4. Keys for building 3001 exterior doors will be issued by the Facility Manager.

8.4. Grand Master and Master Keys:

8.4.1. Grand master keys and other master keys for areas not under the base grand master system will be issued only to the base commander (72 ABW/CC) upon request. Issuance of master keys will be coordinated through the on-duty Flight Chief or designee at the Force Protection Operations Center, 72d Security Forces Squadron.

8.4.2. To be considered a master key, the key must have the capability of opening the locks in more than one facility, with different key codes in each facility. To be considered a sub-master key, it must be capable of opening all the locks in one facility when the key code is different for each lock. The person to whom keys are issued is the person responsible for the use of the keys.

8.5. Broken and Lost Dorm Keys: Damage or loss of a key due to theft, misuse, or negligence must be reported to the Dormitory Manager and the key holder will have to reimburse the government for the replacement cost of the key.

8.6. Safes and Vaults: Combination locks and safes will be set only by the using organization; however, the Lock Shop will assist managers on lock combination changes. *Note:* The Lock Shop will maintain all safes and vaults that are on the Security Forces list.

8.7. Electric/Electronic Door Lock Systems Electric/Electronic or combination door lock systems which include electric strikes, cipher locks and other automatic door locking devices shall be paid for and maintained by the using organization. This includes card swipe and other systems that operate not only doors, but also gates. Door mounted systems must have a key override and a lever handle in order to be in compliance with the Americans with Disabilities Act. These user installed systems cannot impede safe egress from the facility. For any questions regarding cipher locks and associated equipment, please contact the Lock Shop at 739-5625. CE will maintain the structural part of doors and gates, and the best compatible lock system, but cannot maintain user installed lock systems.

9. Energy Conservation. The facility manager/OBR is the key to an effective utilities conservation program. A primary function of the facility manager/OBR is to support energy conservation through cooperative effort with the organization energy manager. With the support of supervisors and commanders, they can ensure that the personnel using their facilities do not waste energy or utilities. Facility managers/OBRs shall adhere to the following guidelines. Corrective action should be taken when unable to do so.

9.1. ENERGY CONSERVATION

72 ABW/CECR
Bldg 414
Telephone 734-9580
Fax 734-3102

9.2. Turn off lights in unoccupied rooms. Reduce lighting to minimum safe levels in hallways, entranceways and restrooms. Exterior lights will be operated only during hours actually needed at night. *Note:* Circuit breakers will be used for lighting control where switches are not available.

9.3. Light bulbs under 10 feet high will be replaced by the using organization. Bulbs under 10 feet high in common use areas will be changed by persons designated by the facility manager. Electrical workers from Civil Engineering will replace bulbs over 10 feet high.

9.4. All Universal Waste Lamps (UV Lamps) are to be disposed of in accordance with EPA regulations, Oklahoma Rules and TAFBI 32-7004, Hazardous Waste Management Instruction. All UV Lamps should be replaced with T-8/T-12 energy efficient, ecological, fluorescent light bulbs. These may be purchased at the San Antonio Lighthouse in building 469 or in the satellite store in building 3001. Emergency off-base purchases must be T-8/T-12 energy efficient, ecological, fluorescent light bulbs.

9.5. Air conditioning levels will not be lower than the current standard as set by the Energy Management Steering Group and thermostats will be reset at night and on weekends to provide one hour recovery to an acceptable temperature on the next duty day, unless setback thermostats are in operation. Doors and windows will remain closed.

9.6. Electric coffee makers and microwave ovens are the only personal heat producing appliances allowed in work areas. Authorized appliances will be the responsibility of the supervisor. *Note:* Space heaters are excluded from use unless medically approved.

9.7. Turn off machines such as fans, typewriters, calculators, copy machines or other electrical equipment when not in actual use.

10. Facility Abuse. Management of facility abuse is a continuing item of interest throughout the Air Force. The facility manager, OBR, organizational commander, base civil engineer, and the base commander all play an integral part in identifying, investigating, and resolving any possible instances of facility abuse. Facility abuse can be defined as any damage or loss which is due to misconduct or negligence in the use, care, custody or safeguarding of real property facilities or systems.

10.1. When the facility manager/OBR finds damage to the facility or installed equipment, which is suspected to have been caused by abuse, it will be reported to the commander and an investigation will be initiated by the facility manager/OBR. If the damage is the result of misconduct, and the liability has been affixed, the commander will submit an AF Form 332 with a statement of acceptance in item 27, signed by the individual admitting liability. A suspense file will be established to ensure the debt is cleared.

10.2. When civil engineering personnel identify, or are notified of a possible facility abuse case, the operations manager will investigate the damage. A letter will be sent to the organizational commander requesting an investigation. Repairs will not be made by Civil

Engineering (unless otherwise approved) until the organizational commander investigates the situation and completes a facility abuse action letter to the base civil engineer. If specific liability cannot be established, the work in question will be completed as soon as possible charging all cost to the organization.

10.2.1. The organization commander's reply to the abuse letter will be routed through the base civil engineer and to the base commander for final approval of action taken.

10.2.2. A suspense file will be maintained in all abuse cases by the Customer Service Center and a follow-up will be completed to ensure the earliest possible closing of the case. The file will contain, but not be limited to, the AF Form 20, **Repair Cost and Repairable Value Statement**; diagrams, photographs when available, Security Forces reports and statements of witnesses. This file will also include the action taken by the organizational commander; the DD Form 362, **Statement of Charges/Cash Collection Voucher**; DD Form 1131, **Cash Collection Voucher**; or other applicable forms and one copy of the actual repair cost, if the individual pays for the damage.

10.2.3. If it is determined that an individual is liable as a result of a report of survey, or the individual voluntarily accepts pecuniary liability, the Customer Service Center will furnish cost of repairs (based upon completed Work Order Cost Report) to the Defense Accounting Office (DAO) (OC-ALC/DAO-DE) according to DoDR 7000-14 Vol. 4. The DAO will process the appropriate collection document for the collection of charges to the individual.

11. Quality Assurance.

11.1. Contract Surveillance Division Tinker Civil Engineer Service Contract

11.1.1. 72 ABW/CEY

Bldg 400, 1st floor
7535 5th Street
Telephone: 734-5835
Fax: 734-5536

11.2. Customer Complaints

Customer Complaint issues regarding Civil Engineering Service contracts are to be addressed to 72 ABW/CEY at 734-5835

11.2.1. TSS Quality Control Manager 72 ABW/CECO

Bldg 414
7516 5th Street
Telephone: 734-3956
Cell Phone: 326-5426

11.3. Contract Information

For questions concerning the Civil Engineer Service and Grounds Maintenance contracts, contact 72 ABW/CEY QAE Staff at 734-5835.

12. Prescribed/Adopted Forms:

12.1. Prescribed Forms:

TINKER AFB 545, *Facility Manager Appointment Form*
TINKER AFB 325, *Request for Lock Work*

12.2. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*
AF Form 1297, *Temporary Issue Receipt*
AF Form 2519, *All Purpose Checklist*
AF Form 332, *BCE Work Request*
AF Form 616, *Fund Cite Authorization*
AF Form 20, *Repair Cost and Reparable Value Statement*
DD Form 362, *Statement of Charges/Cash Collection Voucher*
DD Form 1131, *Cash Collection Voucher*

ROBERT D. LABRUTTA, Colonel, USAF
COMMANDER

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

AFI 10-2501 Tinker Supplement 1, *Air Force Emergency Management (EM) Program Planning and Operations*, 18 Apr 2011

AFI 32-1001, *Operations Management*, 01 Sept 2005

AFI 32-1002, *Snow and Ice Control*, 01 Oct 1999

AFMAN 33-363, *Management of Records*, 01 Mar 2008

AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, 07 Jul 2004

DoDR 7000-14 Vol.4, *Accounting Policy and Procedures*, Apr 2011

TINKER AFBI 32-7004, *Hazardous Waste Management Instruction*, 04 Mar 2011

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Terms

AF Form 332, Base Civil Engineer Work Request—A document used by organizations to request specific types of work, generally minor construction, self-help, or work required because of facility abuse. This form is also used by the facility manager/OBR to identify to Civil Engineering routine maintenance and repair requirements that do not meet the emergency criteria for a service call or are not urgent in nature.

AF Form 327, Base Civil Engineer Work Order—A work authorization document used by Civil Engineering which identifies time and material requirements for a specific plan of work. It provides the detailed planning and controls necessary for the efficient accomplishment of large or complex jobs.

Alternate Facility Manager—Performs the tasks of the facility manager in the absence or unavailability of the facility manager.

Direct Schedule Work Order (DSW)—This document authorizes work accomplishment by emergency, urgent, or routine service calls. DSWs are intended to serve as a simplified method of work processing which reduces the administrative workload when detailed planning is not required and materials are normally available.

Emergency Service Call—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 or protecting high value property and equipment. An emergency includes, as a minimum: the failure of any utility, fire protection, environmental control, security alarm system or clogged plumbing. Service calls will be completed without delay regardless of overtime requirements or other restrictive factors.

Excavation (Dig) Permit—Dig permits are required for any disturbance of the ground surface anywhere on base. All personnel needing to penetrate the ground on Tinker (excavators) are

required to obtain approval from base Civil Engineering before they dig. The Tinker Excavation Permit Request form and maps may be picked up at Engineering Support, building 400, second floor, 734-2869. The area of excavation must be clearly marked with paint or flags. All requests should be submitted to Engineering Support at least one week prior to actual excavation.

Facility—A separate individual building or other structure.

Facility Abuse—Any damage or loss which is due to misconduct or negligence in the use, care, custody or safeguarding of real property facilities or systems.

In—Place Sheltering—A short-term protective measure used in case of hazardous material release. A hazardous material release may be caused by an accident or intentional release by a terrorist group. You may hear the term Weapons of Mass Destruction Incident or WMD.

Job Monitor—The individual in Civil Engineering who is assigned the responsibility for monitoring self-help projects.

Maintenance Request Continuity Folder—This folder will be used and maintained by the facility manager/OBR to collect all identified work requirements for the facility. It will be passed on by the out-going facility manager/OBR to the next facility manager/OBR. This folder will contain, as a minimum, a copy of this handbook, and a Maintenance Request Register. **NOTE:** Facility managers must also maintain a list of all organizational building representatives assigned to their facility.

Maintenance Request Register—A log of requests for maintenance, repair, construction, or self-help projects submitted to Civil Engineering. This register will be maintained by the facility manager to track requests from initial submission to completion of work or other final disposition.

Organizational Building Representative (OBR)—A person who may be appointed by their commander (director, division, or squadron level). This individual is responsible for a designated area of a multi-organization facility.

Organizational Commander—The commander (director, division, or squadron level) of an organization using space in a facility. The commander is responsible for ensuring compliance with the requirements of this handbook.

Primary Facility Manager—A person appointed by the organizational commander (director, division, or squadron level) according to the requirements of this handbook and other applicable directives. This person will be the primary point of contact for the organization for items covered in this handbook.

Real Property Accountable Officer—The individual (military or civilian) designated on orders from the installation commander to maintain a real property accountable record.

Routine Service Call—A routine system that has been developed for those jobs which should be accomplished within 30 days, but do not qualify as urgent or emergency. The idea is to separate the base into zones and use a routine designation by zone to accomplish work requirements. On a recurring basis of less than one month, requirements for a particular zone are extracted, materials are gathered, skills assembled and the work is scheduled. The consolidation of work requirements using this method enables Civil Engineering to more effectively use the work force and minimize the number of dispatches to a specific area.

Self—help Work—Work performed on real property facilities by an individual or group outside the Civil Engineering organization. This work will be requested on an AF Form 332, prior to the work being accomplished, and authorized by Civil Engineering according to AFI 32-1098, Base Civil Engineering Self-Help guide. **TINKERAFBH32-9001 26 FEBRUARY 2010 23**

Urgent Service Call—Used for minor maintenance and repair requirements that are not emergencies, but should be accomplished within five days after identification. Examples of work that could qualify as urgent include leaky faucets or sluggish drainage

Attachment 2

POINTS OF CONTACT

72 BW/CE: Base Civil Engineer

Bldg 400, 1st Floor
Telephone: 734-3451
Fax: 734-5535

72 ABW/CEY: Civil Engineering Services (Tinker Support Services, TSS) & Grounds Maintenance (TRACE) Contract Surveillance

Bldg 400, 1st Floor
Telephone: 734-5835
Fax: 734-5536

72 ABW/CEES: Custodial/Refuse Service Contracts

Bldg 400, 1st Floor
Telephone: 734-3301
Fax: 734-6541

72 ABW/CEFT: Fire Department, Technical Services

Bldg 117
Telephone: 734-3981
Fax: 734-4407

72 ABW/CEC: (TSS) Program Manager

Bldg 414
Telephone: 734-3672
Fax: 734-3511

72 ABW/CECR: Programs and Resources

Bldg 414
Telephone: 734-8443
Fax: 734-3102

72 ABW/CECE: Engineering

Bldg 400, 2nd Floor
Telephone: (Engineering) 734-2868 (Drafting) 734-3412
Fax: 734-5538

72 ABW/CEC Customer Service: Facility Maintenance

Bldg 414
Telephone 734-3117
Fax 734-3511

E-mail @ 72 ABW/CEC Customer Service (72abw.cec.custserv@tinker.af.mil)

24 hours/day 7 days/week

72 ABW/CECOW: Facility Maintenance

Bldg 414

Telephone: 734-3326

Fax: 734-5534

72 ABW/CECOSL: Lock Shop

Bldg 414

Telephone: 734-5625

Fax: 734-3511

72 ABW/CECOWRH: Self-Help

Bldg 413

Telephone: 734-5530

Fax: 734-3199