



FACILITY MANAGER DESIGNATION



FACILITY MANAGERS FOR
BLDG. # _____

PRIMARY

Name: _____
Duty Ph #: _____
Bldg #: _____
Rm #: _____

ALTERNATE

Name: _____
Duty Ph #: _____
Bldg #: _____
Rm #: _____

RESPONSIBILITIES:

- Management of Facility and Surrounding Area
- Safeguarding Property from Damage and Theft
- Maintenance of Fire Safety Condition
- Administration of Door Locking, Key Control, and Occupancy Policies
- Management of Facility Energy and Water Conservation Programs
- Oversee Service Request Issues
 - Refuse Collection
 - Custodial Services
 - Grounds Maintenance
- Retains Building Inventories

TO REPORT ENERGY AND WATER ABUSE

CONTACT THE BASE ENERGY MANAGER: 654-5285

GOODFELLOWAFBVA 32-1 (Per AFI 32-1001), 2 Nov 2016 OPR: 17 CES/CEO

RELEASABILITY: There are no releasability restrictions on this publication.

Certified Current 20240626