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ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE
INSTRUCTION 32-1001**



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Civil Engineering

FACILITY MANAGER PROGRAM

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This Publication implements AFI32-1001. This instruction establishes policies, practices, and procedures for a comprehensive facility manager program for all organizations and agencies at Robins Air Force Base. It provides the Facility Manager (FM) with procedures to accomplish assigned duties. This publication may not be supplemented at any level. Further guidance can be found in AFI 32-1001, paragraph 9. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. This publication is subject to the Privacy Act of 1974. Waiver requests must be submitted to the OPR of this publication for coordination prior to certification and approval; waiver authority has not been delegated. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate organizations chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has minor revisions to multiple chapters for conversion from legacy IWIMS to NexGenIT TRIRIGA systems. Minor changes were added for correct material handling in **Chapter 13 ENVIRONMENTAL DIVISION**. In addition, **Chapter 8 SHELTERING** was

added. This update also added the following Prescribed Forms: ROBNSAFBVA10-2, *Tornado Shelter Area*; ROBNSAFBVA10-2a, *Tornado Shelter This Way (Right)*; ROBNSAFBVA10-2b, *Tornado Shelter This Way (Left)* and ROBNSAFBVA10-2c, *SIP Safe Room*.

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Chapter 1

GENERAL INFORMATION

1.1. Appointment Procedures.

1.1.1. For each facility assigned to a wing or tenant unit, the organization Commander/Civilian Leader appoints, in writing, a primary and alternate FM. Provide a memo with the content in [Attachment 2](#) for each new FM appointment, or any change in FM appointment.

1.1.2. Where practical, the primary duty assignment of the individual appointed as the FM should physically reside in the facility for which he/she is the manager (outlying facilities, such as navigational aids, communication facilities, etc., are the exception).

1.1.3. The FM will be an Officer, Non-Commissioned Officer (NCO), or civilian with sufficient authority and ability to perform the assigned duties as the authorized representative of the Commander/Civilian Leader. The FM should have at least 12 months retainability at the time of appointment to lessen the impact of changes on all affected personnel. The organization commander will appoint ONLY 1 primary and 1 alternate FM per facility assigned to their organization.

1.1.4. When a facility is occupied by more than one organization, the major user of the facility will appoint the primary FM. All other organizations using a portion of a multipurpose facility will appoint an alternate FM for their area. When an alternate facility manager submits a request to CE, it is their responsibility to immediately notify the primary facility manager for proper tracking purposes. This ensures duplicate work is not reported to CE from all assigned FM's.

1.1.5. 78 CEG (CE) provides support to tenant organizations in accordance with the host-tenant agreement. This agreement informs the FM of support to be provided by CE and any potential limitations.

1.2. Training for FMs. All Facility Managers are required to complete the ADLS TRIRIGA Facility Managers training at: https://afcec.adls.af.mil/kc/main/kc_frame.asp?blnWhatsNew=True&guid and the 2875 System Authorization Access Request (SAAR) at <https://nexgenit.csd.disa.mil> As a Facility Manager you are required to complete the above mentioned training and attach the completion certificate to your SAAR request along with an Appointment Letter. This training is required, at a minimum, to receive a TRIRIGA account. Additional one-on-one training can be scheduled with CE Requirements & Optimization personnel at building 1555, DSN 327-7447. FM's will not be authorized to submit requests to CE without a valid TRIRIGA account!

1.2.1. Facility Managers are required to accomplish annual refresher training via power point, available on the 78 CES Facility Manager SharePoint site. In addition, FM's are required to attend quarterly town hall meetings. Town hall meetings provide training, updates to applicable regulations, and any changes in processes and procedures.

Chapter 2

RESPONSIBILITIES

2.1. Commanders/Civilian Leaders. The organization's Commander/Civilian Leader is ultimately responsible for the care, custody, and protection of assigned real property. The FM is the day-to-day caretaker of their assigned facility and the official representative whenever the facility needs CE work accomplished.

2.2. FM.

2.2.1. The appointed FMs have full authority to act as a liaison with CE on behalf of the Commanders/Civilian Leaders who appointed them.

2.2.2. The FM, in cooperation with occupants and users of the building, is charged with the responsibility for care, custody, and protection of the assigned facility. Every effort should be exercised to safeguard the property from damage or loss.

2.3. Data Card. Post a completed Facility Data Card (see [attachment 7](#)) at main ground floor entrances to the facility. The information should be readily visible to all occupants as they enter the facility.

2.4. Weekly Inspections. Use the FM checklist (see [attachment 4](#)) to conduct weekly inspections of each facility.

2.5. Brief Occupants on their Responsibilities.

2.5.1. Brief the occupants or users of the facility on their collective responsibility for care and protection of real property to include identifying any maintenance or repair issues to the FM.

2.5.2. All occupants of the facility will submit work requirements to the FM for consolidation and submittal to CE *unless it is an emergency, which can and should be called into CE immediately by anyone.*

2.6. Hands-On Maintenance of the Facility. FMs must identify/report all other facility or real property installed equipment repairs to CE and must take an active role in remedying minor maintenance deficiencies within the facility. Below are some deficiencies but please keep in mind this is not an all-inclusive list and CE is the final decision authority when determining FM maintenance responsibilities.

2.6.1. Replacing burned out light bulbs (either tubes or incandescent bulbs) suspended 10 feet or less from the floor. (Lights over 10 feet high are changed out by CE).

2.6.2. Any specialty lights such as cubical task lighting, etc. are organizational responsibility to purchase and replace.

2.6.3. FM's must turn-in old light tubes to hazardous waste permitted storage facility (Bldg. 359) for disposal IAW the Universal Waste Lamp Management Program and Hazardous Waste Management Plan (HWMP).

2.6.4. Replacing stained, damaged, or broken ceiling tiles 10 feet or less from the floor (tiles can be obtained through the CE Bench Stock).

- 2.6.5. Replacing cracked or broken cover plates for outlets and switches.
- 2.6.6. Tightening door handles and knobs.
- 2.6.7. Attempting to correct minor clogs of toilets, urinals and sinks prior to calling CE.
- 2.6.8. Filling, placement, and removal of sandbags prior to and during emergency conditions. CE will provide sand as required.
- 2.6.9. Labeling circuit breaker panels. FMs or area supervisors should turn off all circuit breakers and then turn them on one-by-one, noting which areas receive power. For technical assistance, submit a TRIRIGA Service Request (The electronic, web-based system that replaced the legacy IWIMS system) to CE identifying the specific problem. Prior to opening a breaker panel, all personnel must adhere to Level 0 PPE standards, accomplish Arc Flash training (available on the CE SharePoint site), and have the training documented on their AF Form 55, Safety and Health Record.
- 2.6.10. Cleaning vents/registers/grilles for air intakes. Sweeping leaves and cobwebs from entranceways and windows, and cleaning/pressure washing the facility exteriors. It is the FM's responsibility to obtain a contract to clean HVAC registers and vents in the facility when required.

2.7. Facility Excellence. FMs and building occupants are responsible for adhering to facility excellence standards by taking an active role in cleaning their areas and presenting a professional work environment. Inspect work areas for such items as:

- 2.7.1. Dead or dying plants.
- 2.7.2. Open drawers and overhead cabinets.
- 2.7.3. Cluttered and strewn paper on desks.
- 2.7.4. Overflowing waste receptacles.
- 2.7.5. Numerous and/or filthy small appliances, including unclean coffeepots and microwave ovens may represent a health and pest hazard and can lead to excessive energy use.
- 2.7.6. Unframed pictures and/or posters.

Chapter 3

PROCEDURES FOR REQUESTING CE SUPPORT

3.1. Procedures for All Facility Occupants

3.1.1. Facility occupants shall not work independently of the FM to alter the facility in any manner; or move, remove, or alter the arrangement of permanent water, heating, lighting, ventilating, air conditioning, plumbing, water coolers, and related fixtures or other installed equipment.

3.1.2. All occupants of the facility will channel CE work requirements through the FM for consolidation. This central control will prevent duplicate requests.

3.1.3. While occupants should route all routine corrective work to the FM, *emergency work can and should be called in immediately by anyone to CE Customer Service (78 CES/CEOER) at DSN 468-5657* (see paragraphs below for examples of emergencies).

3.1.4. The FM will post procedures for reporting emergency work to CE at the phone number above on various bulletin boards in the facility; use as examples those emergency requirements as cited in paragraphs below.

3.2. Identification of CE Work Requirements. If required or desired work is beyond the scope of the FM's hands-on maintenance duties as described in a chapter above, then a Service Request must be forwarded to CE.

3.2.1. General. It is the FM's responsibility to identify and report all known work requirements to CE. CE will only accept work, other than Emergencies, via TRIRIGA. It is CE's responsibility to estimate, plan, program, schedule, and accomplish the requested work in a timely manner in accordance with base priorities.

3.2.2. Government Purchase Card (GPC). Federal law mandates cost thresholds for certain types of work that can result in disciplinary action if violated. It is imperative that customers coordinate with 78 CES/CEOER; located in the front left of building 1555, prior to accomplishing any construction, maintenance, and/or repair work using the GPC. This will ensure Robins AFB does not exceed the cost thresholds stipulated in AFI 32-1020, *Planning and Programming Built Infrastructure Projects*, and help to ensure that the contractors chosen to accomplish the work are technically competent and reliable.

3.2.3. Contacting CE. Note that descriptions of the different work priorities are detailed in other paragraphs below.

3.2.3.1. Telephone Calls. Emergency work service calls are called into 78 CES/CEOER at DSN 468-5657. Emergencies should be called in immediately, regardless of time of day. The customer service function operates 24 hours a day, 7 days a week, in order to receive and act promptly upon emergency needs.

3.2.3.2. Written Communication. All work other than emergency service calls **MUST** be submitted to CE through a TRIRIGA Service Request.

3.2.4. Effective communication between the FM and customer service personnel is an important part of the FM's job.

3.2.4.1. Be sure to enter in the continuity binders the service request numbers for each request submitted to CE.

3.2.4.1.1. Status on work tasks will be provided by 78 CES/CEOER on a return e-mail.

3.2.4.1.2. Status of Service Requests can be obtained from the TRIRIGA system or from the weekly Status Report update posted to the CE SharePoint site under the Facility Manager tab:
<https://org2.eis.af.mil/sites/23216/78CES/CEOER/layouts/15/start.aspx#/Pages/Facility%20Managers.aspx>

3.3. Submitting TRIRIGA Service Requests to CE.

3.3.1. **The FM will submit a Service Request in TRIRIGA for routine maintenance and repairs, modifications, alterations/renovations, or new work of any kind, to buildings, structures, or component equipment systems.**

3.3.2. All requirements for maintenance/repair will require a Service Request for a single specific task. Requirements for renovations will include all requirements on a single Service Request submission. This is a very important duty for the FM. Piece-meaning work drives up the overall cost, which is a detrimental approach during these times of austere funding for real property needs.

3.3.3. Description of Work. Provide a complete description of work with uploaded sketches, plans, diagrams, photographs, specifications, drawings, and any other data or information which will provide a clear and concise description of the location and scope of the work requested. Include any referenced regulations and/or instructions with the request. Please note if there is known lead and/or asbestos present in the area requiring work to be performed.

3.3.3.1. *Focus specifically on describing the requirement and its impact on the mission, not the solution to the requirement.* CE engineers have frequent difficulty finding the appropriate solution to a service request because the requirement has not been adequately defined. CE solutions may not meet customer needs simply due to misunderstandings in the scope of the work as described.

3.3.4. Justification of Work. In these austere funding times, it is vitally important that the FM provide a full justification for the work. Details must be complete and factual and should indicate the urgency of the request, and include impact on the organization/mission if the work is not accomplished. If the request is a Safety or Fire related issue, please attach a copy of the safety or fire write-up. The statement of requirements must be clear and concise so it can be fully understood by reviewing and approving authorities not having ready access to any reference documentation cited on the form. Clearly justify required or desired date of completion.

3.3.5. Work approval is based solely on the following criteria:

3.3.5.1. The request is not a duplicate of an existing requirement.

3.3.5.2. The request does not ask for work strictly prohibited by Air Force instruction, regulation, or policy, or other legally binding requirement.

3.3.5.3. Availability of funds in accordance with current Air Force Common Levels of Service (AFCOLS) standards as directed by HQ AFIMSC.

3.3.6. After approval, the prioritization of the work and the method of work accomplishment will vary depending on funds availability, complexity, scope of work, and availability of in-house man-hours. See the attachments for a summary of the processing for work requests.

3.4. Methods of Accomplishing Work Requested to CE.

3.4.1. In-House Corrective Maintenance (CM): Accomplished by in-house CE personnel, CM is a single or multi-craft (more than one technical trade) request which takes less than 50 man-hours to complete. Examples include replacing electrical outlets and/or switch covers, adjusting door closures, repairing inoperative light fixtures, repairing running or overflowing toilets, etc. They are also used for documenting emergency and urgent work. CM represents the most common type of request FMs will encounter, and are primarily accomplished in-house. Most CM will be initiated by the FM unless it is an emergency.

3.4.2. In-House Planned Enhancement Work: Due to forced reductions in CE staff over the last decade, this method of accomplishment is seldom ever seen anymore. Also accomplished by in-house CE personnel, planned work is a single or multi-craft request which takes more than 50, but less than 240 man-hours to complete. Examples include installation of a new electrical panel, installing a drinking fountain, etc.

3.4.3. Simplified Acquisition of Base Engineering Requirements (SABER). SABER is a contractual method for accomplishing work requirements of smaller scale that do not require professional design documents. The purpose is to supplement CE's in-house ability to accomplish non-complex construction, maintenance, and repair projects in a responsive manner.

3.4.4. Other Contract Projects. All other contract projects are for single or multi-craft requests that must be designed by professional designers to be accomplished by a contractor. Examples include partial or whole-building renovation, construction of new facilities, replacing a roof, etc.

3.5. Prioritizing In-House CE Work. There are four priority levels for CE in-house work as defined in AFI 32-1001, *Civil Engineer Operations*:

3.5.1. Priority 1—*Emergency Corrective Maintenance Work*: Work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness and completed or mitigated within 24 hours of notification. **Emergency work can include, but is not limited to:**

3.5.1.1. Utility line breaks.

3.5.1.2. Entire facility power outages.

3.5.1.3. Complete loss of heat or cooling systems if the temperature extremes require operation during appropriate season.

3.5.1.4. Facility deficiencies, if not corrected, that will cause further damage, fire, or safety hazards which cannot wait until the next duty day.

3.5.1.5. Other facility deficiencies which would drastically affect the health and welfare of personnel (to include environmental compliance violations such as hazardous material releases or spills).

3.5.1.6. Fire or other disaster.

3.5.1.7. Natural gas leaks.

3.5.1.8. Dining hall food service equipment malfunction or failure that would result in the loss of critical food service functions.

3.5.1.9. Malfunctioning refrigeration equipment that could result in food spoilage.

3.5.1.10. Structural damage creating hazards or affecting security compromise.

3.5.1.11. The elimination of hazards that have been assigned a Risk Assessment Code (RAC) of one or a Fire Safety Deficiency Code (FSD Code) I.

3.5.2. Priority 2—*Preventive Maintenance (PM)*: PM applies to Real Property Installed Equipment (RPIE), Real Property Similar Equipment (RPSE), and other types of equipment in all facilities maintained by CE. PM consists of operations, recurring maintenance, and service work that is scheduled regularly and for which the scope and level of effort remains the same each time the work is scheduled. Examples include replacing HVAC filters, changing the oil in motors, running emergency generators at least once a month, annually checking grounds for lightning protection systems, and so forth. PM keeps warranties in force and extends the useful life of critical facilities, equipment, and utilities. PM must be prioritized and have resources identified for execution ahead of all other forms of scheduled work. It will be scheduled and approved prior to the work being performed.

3.5.3. Priority 3—*Scheduled Corrective Maintenance (CM) Sustainment Work*: Any CM that is not an emergency but requires action or attention to maintain and/or sustain existing infrastructure. Work will be sub-divided into three levels of priority in accordance with AFI 32-1001. The work will be responded to and completed first in first out. This includes elimination of fire, health, or safety hazards assigned a Safety RAC 1-3 (unabated), or FSD Code I or II. Priority 3A requests might include broken windowpanes, faucets/toilets/urinals running continuously, missing roof shingles, or inoperative lights within an office. Time sensitive corrective maintenance/sustainment work will be prioritized as 3B. For example, dormitory change of occupancy maintenance must be accomplished within the necessary timeframe to maintain occupancy rates in accordance with AFI 32-6005, *Unaccompanied Housing Management*. All other corrective maintenance falls into Priority 3C and consists of low priority and low risk maintenance and does not qualify as Priority 3A or 3B. When practical, Priority 3C requirements are grouped into work packages and accomplished as a single undertaking. Priority 3C requests might include cracked windowpanes, dripping faucets, missing or broken ceiling tiles, or inoperative light over 10 feet, etc. Priority 3 work should be complete prior to any Priority 4 enhancement work.

3.5.4. Priority 4—*Scheduled Enhancement Work*: Priority 4A Enhancement work is work that is defined and prioritized by the base. Work requests in this category are for facility enhancement, to include new mission requirements when an addition to or new RPIE is required. Priority 4B Enhancement work is work that is not mission priority, but potentially funded by other units. These work requests typically need real property capitalization or involves an upgrade, replacement, or installation of a new system.

3.6. Prioritizing Contracted CE Work

3.6.1. General. This is a complex subject that is only summarized in this RAFBI. For a more complete description of the policies and procedures, consult AFI 32-1020, *Planning and Programming Built Infrastructure Projects*.

3.6.2. Funded Projects.

3.6.2.1. Funded work is given the highest priority by CE, however, CE highly encourages organizations to provide funding for their project needs whenever they can. 78 CES/CEOER may contact the requestor to ensure that they do indeed have the amount of funds required to accomplish the work by contract. Misrepresenting the facts on funding of work requests can result in CE closely examining all future requests from that FM and/or organization.

3.6.2.2. DMAG projects. 402 MXW funds their projects, however, CE works with them to establish the priorities for designing their projects and sending them to Operational Contracting for bidding and award.

3.6.2.3. Other Unit-Funded Projects.

3.6.2.3.1. Many of the Host (Associate) units on Robins AFB must fund their project work if the work falls into the Restoration and Modernization and/or Minor Construction category.

3.6.2.3.2. Other units on Robins AFB may choose to fund maintenance and repair projects that are too low in priority to use the limited shared funds from Air Force Civil Engineer Center (AFCEC).

3.6.3. Unfunded Projects. Unfunded contract work for O&M projects must compete for the dwindling funds from AFCEC. Working the procedures for these projects takes thousands of labor hours every year. The prioritization of these projects are done using the recommended Air Force Scoring Model and Business Rules provided by AFCEC.

3.6.4. Military Construction Program (MILCON) Projects. MILCON projects are for new construction over \$1,000,000 and the prioritization of projects is done using the recommended Air Staff published Scoring Model and Business Rules provided with the data call. Project are submitted to AFIMSC and AFMC and prioritized and published in the current data call FYDP and submitted to Air Staff and, ultimately, Congress. Congress reviews MILCON submittals from all services and selects projects for funding in the annual federal budgets.

Chapter 4

FM RECORDS

4.1. General. Keep all records that will provide a chronological history of the facility.

4.2. Continuity Binders. Continuity binders should contain these tabs at a minimum for each facility:

4.2.1. FM Assignment memo

4.2.2. FM Training Slides

4.2.3. Keep copies of the following:

4.2.3.1. This instruction

4.2.3.2. AFI 32-9005, *Real Property Accountability and Reporting*

4.2.4. FM weekly checklist, ([Attachment 4](#))

4.2.5. Group/Squadron and Facility Security Manager Letters

4.2.6. Fire Prevention. The tab will contain the following:

4.2.6.1. RAFBI 32-2001, The Fire Protection Operations and Prevention Program.

4.2.6.2. AFOSH Standard 91-56.

4.2.6.3. FM's checklist (must be completed monthly).

4.2.6.4. Permits or waivers.

4.2.6.5. AF Form 1487, and other fire related correspondence.

4.2.6.6. Fire drill record and other training forms.

4.2.7. Log of e-mails for Corrective Maintenance work requests.

4.2.8. Construction projects data.

4.2.9. Key control log.

4.2.10. U-Fix-It requests, approvals, and actions.

4.2.11. Space usage changes – requests, approvals, and actions.

4.2.12. Systems Furniture – requests and approvals

4.2.13. Communications system requests, approvals, and actions. Although not a CE requirement, when submitting a request via AF Form 3215 to base Comm, FM's should maintain copies.

4.2.14. Custodial contract problems/complaints.

4.2.15. Grounds maintenance problems/complaints.

4.2.16. Energy conservation initiatives and Service Request Number.

4.2.17. Parking and reserved spaces drawings and diagrams. Requests for a reserved handicap parking space will be in accordance with Robins AFB Instruction (RAFBI) 32-101, Base Parking.

4.2.18. Miscellaneous correspondence – occupant complaints, Security Forces DD Forms 1569, Non-fair Wear and Tear letters.

Chapter 5

KEY AND LOCK CONTROL

5.1. General. As a FM, you are responsible for the security of all basic keys that service your facility. Stringent control and accountability of facility keys cannot be overemphasized. Newly assigned FMs should obtain the facility keys from the previous FM.

5.2. Key Records. See the chapter on FM records for key record responsibilities.

5.3. Avoiding Duplications. Establish security procedures to make sure there is no duplication of keys without your personal knowledge or official written approval.

5.4. Personnel Changes. Repossess all keys from personnel going to a permanent change of station, as well as, those personnel who are departing due to discharge or termination of employment. Keys issued to personnel going on extended leave or on a temporary duty assignment for over 30 days should be held for safekeeping.

5.5. Controlled Areas. The organization Commander/Civilian Leader should appoint a custodian other than the FM for keys that control specialized areas in the facility. These are areas that organizations use for safeguarding their specialized equipment, sensitive documents, personal tool kits, etc.

5.6. Additional Keys. Requests for additional keys will be submitted on the TRIRIGA Service Request submitted by the FM. Request for master keys will not be processed without Master Key Request Letter (see [attachment 16](#)) completed and concurrence of the Unit Commander.

5.7. Storage Safes. Safes are not Air Force real property, therefore CE should not maintain or repair safes. However, because of the amount of safes at Robins AFB and because GSA certified locksmiths are not readily available off base, CE provides this service. Requests for work to be performed on safes must be submitted on the TRIRIGA Service Request and will be considered routine and worked on a first come first served basis.

Chapter 6

SPACE AND SYSTEMS FURNITURE MANAGEMENT

6.1. Recent Issues and Concerns. Over the past several years Robins AFB has experienced a population growth with new mission bed-downs, acquiring workloads, hiring contractors to fulfill mission requirements and several reorganization efforts. We must maintain cognizance and control over all base facilities to ensure there is adequate space to accomplish all mission requirements.

6.2. Responsible Office for RAFB. The Space Utilization Office, 78 CEG/CENPL, is the OPR for all space requests, temporary or permanent. The Air Force takes space management very seriously and has required that the following situations be coordinated through the responsible office and approved per RAFB policies:

6.2.1. Vacant Space. If your organization has space that is no longer required, identify it to 78 CEG/CENPL. Ensure the facility is left orderly and clean when vacated. The FM's responsibility will be formally terminated by inspection when the property is vacated by the using organizations. It will be the responsibility of the vacating organizations to ensure the space is in proper order. Cleanliness of the facility will be verified during the final inspection performed by 78 CEG/CENPL.

6.2.2. Desire for Additional Space. If you have a space requirement, 78 CEG/CENPL will work with you and associated organizations to satisfy your needs. You will be required to submit a space request form available on the CE Planning Office SharePoint site. This must be signed by a Squadron Command equivalent or higher. It will be submitted to CENPL at one of the contacts provided on their SharePoint Site. In conjunction with CE, each wing is expected to take proactive approach to their workspace management issues by assigning internal workspace management oversight duties as applicable. 78 CEG/CENPL will actively work with the FM to resolve workspace needs.

6.2.3. Renovating Existing Space. CE has experienced several instances of unauthorized modification or removal of systems furniture workstations and the building of private offices and conference/training/computer rooms without proper coordination. These actions have resulted in a net loss to our administrative workspace and cause building infrastructure problems. Prior to any modification, contact CENPL for approval and coordination. If the changes are significant, a service request will need to be submitted to address related Electrical or other items which may be affected. CENPL shall also be contacted concerning and planned disposal or upgrade to determine if the furniture to be removed may be suitable for reuse. It is the FM or occupant's responsibility to provide notification to the Communications Squadron for related Voice and Data changes.

6.2.4. Contractor Space. Prior to committing space to contractors, each organization must submit a request letter to 78 CEG/CENPL for approval even though space may be available to prevent space being provided to contractors that may be required for government employees. A template for the Request Letter is available on the Space Utilization SharePoint Site.

6.3. Systems Furniture. Each Robins AFB organization must coordinate with 78 CES/CENPL before purchasing new systems furniture or modifying installed systems furniture. There are some excepted organizations and excepted locations but this should be verified with 78 CES/CENPL prior to any new installations or modifications. All organizations must meet Air Force and Robins AFB requirements and guidance. System Furniture and other Furnishings are not real property and are to be purchased by the using organization. However, once installed, system furniture and other furnishing are to meet Air Force and Robins requirements and are not to be modified except as provided herein. Also, the 78 CES/CENPL must review all layouts prior to purchase, unless provided by exception. 78 CES/CENPL is able to assist and provide guidance during the acquisition process. A service request will need to be submitted to address related electrical or other items which may be affected. CENPL shall also be contacted concerning any planned disposal or upgrade to determine if any furniture to be removed may be suitable for reuse. It is the FM or occupant's responsibility to provide notification to the Communications Squadron for related Voice and Data changes.

6.3.1. Ensure any furniture purchase includes the installation and connection of electrical power from existing facility electrical outlets to the systems furniture outlets.

6.4. Multi-Use Facilities. FMs must be involved in all space management decisions within multi-use facilities.

Chapter 7

PHYSICAL SECURITY OF THE FACILITY

7.1. Published Rules. The FM shall publish rules for opening and closing the facility, including security measures to be observed during normal duty hours and for after duty hours.

7.2. Facility Manager Responsibilities. Security of the facility is another responsibility of the FM.

7.2.1. Establish a standard procedure for making sure the facility is secure from illegal entry at all times. Double-check all doors and windows when departing, and ensure all locks are in good working order.

7.2.2. Cooperation. Impress upon all personnel the importance of facility security. Without cooperation, the function of FM will become much more difficult. Regardless of who is responsible for the breach in building security, the FM has to correct it.

7.3. Procedures for Unsecured Facility.

7.3.1. Security Police Law Enforcement Patrols conduct regular security checks on base facilities. If the facility is required to be secured after duty hours and is found open during a check by the 78th Security Forces Squadron, the FM must be present prior to re-securing the facility. Contact will be made directly by 78th Security Forces Squadron utilizing off duty contact information provided by FM Appointment letter. If unable to contact listed FM, Then Commander will be notified.

7.3.2. A follow-up DD Form 1569, *Incident/Complaint Report*, will be sent to the Unit Commander for action. Unsecured buildings are a Host Installation Wing Commander's interest item at Robins AFB.

7.3.3. If there are questions concerning facility security, contact the Security Police Crime Prevention Section, the Resources Protection Section, or the Law Enforcement Desk at extension 468-2187.

Chapter 8

SHELTERING

8.1. Sheltering Situation. Robins AFB is subject to emergencies or disasters resulting from major accidents, natural disasters, and enemy attack. Unit commanders will prepare unit personnel and mission sustainment against threats identified within the Robins AFB Installation Emergency Management Plan (IEMP) 10-2. AFI 10-2501, AF Emergency Management Program, **Table 1.2**, item 11 states “Ensure all unit facility managers develop unit emergency response procedures implementing instructions such as SIP, and lockdown operations as outlined in the IEMP 10-2.” The purpose of this section is to assist Facility Managers in the development of these procedures.

8.1.1. **Assistance Requests.** Please contact 778th Civil Engineer Squadron Emergency Management (EM) Flight, at 478-327-8885 (DSN 497-8885) should you require assistance in conducting facility assessments, developing checklists, or executing the procedures indicated in the use of this section.

8.2. Sheltering Execution:

8.2.1. There are three different categories for sheltering, they include: Tornado Sheltering, Shelter-In-Place for hazardous materials/chemicals, and Active Shooter Lockdown. All three are very different in the type of incidents and the actions associated for each.

8.2.2. Tornado Sheltering is used in the event of a tornado being sighted on or near the installation. The term Tornado Shelter Area will be used during this time.

8.2.3. The term Shelter-In-Place is used for Hazardous Material (HazMat)/Chemical incidents and is the only sheltering category that uses the term Shelter-In-Place.

8.2.4. Active Shooter is used when the threat of an active shooter is on the installation and the phrase “LOCKDOWN, LOCKDOWN, LOCKDOWN” is used over the mass notification system to warn the base populace. During this time Shelter-In-Place terminology will not be used. Procedures should be implemented to lockdown facilities to prevent entry by the shooter(s).

8.2.5. Facility managers are required to develop unit emergency response procedures implementing instructions such as Tornado Shelter, Shelter-In-Place, and lockdown operations as outlined in this instruction and the IEMP 10-2.

8.3. Tornado Actions: Situation. Middle Georgia is prone to natural disasters to include tornados. Robins AFB is an industrial complex and due to the design of many worksites, and population density, some facilities have minimal locations suitable and available for sheltering. Unit Commanders will support preparedness against identified threats through awareness and education of assigned personnel.

8.3.1. **Execution.** Tornado shelter areas should be designated on lower floors where available. Use interior offices, bathrooms, and hallway spaces. Choose shelter areas away from glass and exterior walls.

8.3.2. Label the shelter areas/room and directions to them with Tornado Shelter Area signs found in **attachment 11**.

8.4. HAZMAT and Chemical Incidents: Situation. Robins Air Force Base is vulnerable to hazardous material emergencies from on and off base. These types of emergencies can result from accidents or sabotage occurring at a wide variety of places and from terrorist's use of chemical materials. When these incidents occur, emergency response officials have two basic tools to protect personnel. The first is to evacuate out of the area affected by the toxic cloud. The other is to direct "Shelter-In-Place". This means go indoors, stay away from doors and windows, and wait for the danger to pass. Due to the industrial design of many worksites, and population density, some facilities have minimal locations suitable and available for sheltering against HazMat threats. Unit Commanders will support preparedness against identified threats through awareness and education of assigned personnel.

8.4.1. Shelter-In-Place is used when a migrating toxic vapor cloud has the potential to quickly overtake unprotected or evacuating citizens. Many times, evacuation would create problems that outweigh its benefits. The amount of protection from Sheltering-In-Place relies on the air tightness of the building and the length of time the building is exposed to a toxic vapor cloud. Modern, energy efficient and weatherized homes, and workplaces provide the most effective barrier against/to the hazard.

8.4.2. Turning off HVAC systems will stop the drawing in of the outside contaminated air. Also, moving personnel away from windows and exterior doors will improve protection. Most chemicals and hazardous gases are heavier than air, so if your facility has more than one floor, moving to an upper level will also increase protection. Although plastic sheeting and duct tape can minimally increase the protection of a room or area, the protection provided by doing this is usually not feasible due to notification time and the lack of training of personnel to do the procedures.

8.4.3. Direct Digital Control (DDC) is a system used at Robins AFB which gives 78 CES the capability to remotely turn off the HVAC Systems. [Attachment 13](#) is a list of the buildings which have this system installed. If your facility is not on this list contact the 78 CES HVAC Shop at extension 497-8969 and a technician will come to your facility and instruct you on the safest and easiest way to shut down your system in the event of an emergency. This must be accomplished before an incident and personnel in your facility must be briefed on these procedures in case you are not available during an incident.

8.4.4. Execution:

8.4.4.1. Ensure all assigned personnel have been trained on your units Shelter-In-Place procedures.

8.4.4.2. Select a room(s) to serve as shelter(s) during HazMat emergencies. A second floor or higher interior room with as few windows, vents, and doors as possible with at least 10 square feet per person is best. At a minimum, personnel should be briefed to stay away from doors and windows and remain inside until the hazard has been cleared. If you facility is on the DDC List ([Attachment 13](#)) and the HVAC has not been turned off, immediately contact the 78 CES Help Desk and find out why at extension 468-5657. If you facility is not on the DDC List, follow your pre-planned HVAC cut-off procedures.

8.4.4.3. If certain rooms are identified, label the Shelter-In-Place room with Shelter-In-Place signs found in [attachment 13](#).

8.4.4.4. It is extremely important to ventilate and/or leave a structure after a contaminated cloud has passed. With tight buildings, any vapor that may have entered the structure during its exposure to hazardous vapors will leave the building very slowly. By opening windows and turning on air moving equipment, the air exchange rate of the building will be substantially increased and hazardous vapors will be removed at a greater rate. Only return to the building after you have received official notification from first responders/Command Post.

8.5. Active Shooter: Situation. Robins Air Force Base is also vulnerable to the possibility of an Active Shooter. In the event of an active shooter you need to know how to take proper actions to avoid injury and possibly death.

8.5.1. **Planning actions.** DO NOT confuse Active Shooter with Shelter-In-Place and Tornado Shelter Area. The Shelter-In-Place room and Tornado Shelter Areas are not designated locations for Active shooter. There are **no** designated Active Shooter locations on the installation. Although, the room may be an appropriate hiding location and may be used as such, these are completely different concepts and should not be confused.

8.5.1.1. When an Active Shooter is present “LOCKDOWN, LOCKDOWN, LOCKDOWN” will be called over the mass notification system. There are only three actions to consider while there is an active shooter in or near your location. The three actions are: Escape, Barricade, and Fight.

8.5.2. **ESCAPE.** Evacuate if possible. Identify an escape route beforehand. If one is available, evacuate the premises as quickly as possible. Leave belongings behind. Help others evacuate if possible. If in a customer service area, remember, customers will follow the lead of office personnel. Evacuate even if others will not agree to follow you. Call 911 (or equivalent) when safe. Stay on the phone until the operator ends the call. Once evacuated, prevent others from entering the area.

8.5.2.1. While moving, personnel should alert others by shouting LOCKDOWN, LOCKDOWN, LOCKDOWN!

8.5.2.2. Keep your hands visible, and follow instruction of Security Forces if/when encountered.

8.5.3. **BARRICADE.** If evacuation isn’t possible, personnel in the immediate area must find a place to barricade between them and the active shooter. The barricade location should be where personnel are less likely to be found by the active shooter, provide protection, and no restrict options for movement. Take immediate cover to minimize exposure. Move quickly away from the threat and seek shelter inside the nearest room/building which can be locked. Relocate as many personnel from the hallways and common areas to an area which can be secured and locked. While moving, personnel should alert others of the incident by shouting “LOCKDOWN, LOCKDOWN, LOCKDOWN!”

8.5.3.1. While inside your hiding location you should: lock and blockade all doors and windows, turn off all lights, silence cellular devices, hide behind large objects or lay flat if none are in the room, remain quiet, and DO NOT MOVE until you are told to do so from Security Forces.

8.5.4. **FIGHT.** This is used as a LAST RESORT if an opportunity presents itself and only when your life is in danger.

8.5.4.1. Attempt to disrupt and/or incapacitate shooter.

8.5.4.2. Deadly force is authorized when an individual reasonably believes he/she, or others in the area, are in immediate danger of death or serious bodily harm. However, only the minimum amount of force necessary to stop the threat should be used.

8.5.4.3. Use whatever means possible to over-power and subdue the shooter to save your life and the lives of others who may be in the area with you.

8.6. Directory, Shelter, and Evacuation Plans: These plans are extremely helpful for personnel working or visiting your facility to inform them of the location of your facility's sheltering areas, evacuation assembly areas (primary/alternate) and routes, and other important information. They are normally located near the entrances and exits of facilities. [Attachment 14](#) is an example of one of these plans.

Chapter 9

FIRE PREVENTION

9.1. General. Each FM has specific duties and responsibilities to maintain fire safety conditions in the facility. In the FM's continuity binders, keep a copy of Robins Air Force Base Instruction 32-2001, *The Fire Protection Operations and Prevention Program*.

9.1.1. Ensure all buildings within the FM's area of responsibility are numbered visible from the road.

9.1.2. Correct fire hazards and deficiencies in a prompt manner. If necessary, ask the fire inspector for advice.

9.1.3. In case of fire, ensure employees already know how to perform these actions:

9.1.3.1. Make sure a fire alarm is activated. All automatic fire alarms must be treated as a fire unless otherwise determined by the Fire Department.

9.1.3.2. Evacuate the building or area immediately.

9.1.3.3. Notify the Fire Department by dialing 911.

9.1.3.4. Use portable firefighting equipment to extinguish a fire if discovered in its early stages.

9.1.3.5. Meet the fire vehicles and direct the firefighters to the fire.

9.2. Daily Closing Inspection.

9.2.1. Make a closing inspection at the end of each workday or activity period to ensure areas are left in a fire-free condition.

9.2.2. Public assembly managers must complete the closing items listed in RAFBI 32-2001, Chapter 11, and call the base Fire Department at 468-3487 to obtain a closing code.

9.3. Monthly Fire Inspections. Perform monthly fire inspections and accomplish follow-up on all discrepancies and irregularities noted during fire and safety inspections to ensure corrective action.

9.4. Scheduled Fire Department Inspections.

9.4.1. The primary or alternate FM will accompany the fire inspector during scheduled inspections and initiate corrective action for fire hazards noted during the inspection.

9.4.2. After these inspections, the fire inspectors may note fire hazards and deficiencies on AF Form 1487, *Fire Prevention Visit Report*, and provide instructions for required corrective actions.

9.4.3. If this information is not received during the inspection or in a follow-up report, contact the base Fire Department for assistance.

9.4.4. During inspections, fire prevention inspectors pay particular attention to:

9.4.4.1. The occupant's knowledge of fire reporting, evacuation, and use of fire extinguishers. Ensure evacuation plans are posted in a highly visible area of the facility.

9.4.4.2. The adequacy of safe practices to prevent fires.

9.4.4.3. The control of smoking and the proper disposal of smoking materials.

9.4.4.4. The condition of electrical equipment and connections. Be sure not to overload electrical outlets to also include systems furniture. A typical system furniture configuration is limited to 15 amps per cubicle; once this has been exceeded, the circuit breaker will pop. The typical computer is 3-4 amps while a 4-cup coffee pot or space heater is 15 amps. Occupants must manage their equipment accordingly (a person can plug in a computer, printer, monitor, phone, and a small radio or one other low amperage device; for example, a LMR battery charger = 2 Amps). It is strongly recommended not to plug in a coffee pot or space heater. This is a fire hazard and amperage levels may be exceeded.

9.4.4.5. The adequacy, condition, and accessibility of fire exits and fire doors.

9.4.4.6. The adequacy, condition, location, and accessibility of portable fire extinguishers.

9.5. Fire Extinguishers. Return extinguishers to Building 150, Exchange Shop, when the annual inspection is due, a problem has been noted, or as directed by the fire prevention specialist(s).

9.5.1. When fire extinguishers are outdated and out of the hydrostatic date or are no longer serviced by building 150; FMs and using organizations must budget for the purchase and maintenance of such fire extinguishers.

9.6. Fire Prevention Records. The FM must keep records on fire prevention per [Chapter 4](#), FM Records.

Chapter 10

CUSTODIAL SERVICES

10.1. General. If a facility receives contract custodial services, make timely and effective custodian services inspections to ensure that all custodial services performed for the organization are accomplished in accordance with the custodial service contract.

10.2. Contract Terms. Each FM should be familiar with the terms of the contract, areas to be serviced, frequencies of service, and the days that services are scheduled. The 78 CES Service Contracts Element (78 CES/CEOES) Custodial Contract monitor will brief FMs on the terms of the contract. For information or questions concerning this service, contact 78 CES/CEOES at DSN 497-8906.

10.3. Oversight of Custodial Contractor. Although 78 CEG has Quality Assurance evaluators for contracts, there are only enough authorized positions to support a single inspector for evaluating the work of the custodial contractor in the 1,718 facilities on Robins AFB. FMs, therefore, should inspect custodial services work daily, or as service is provided, and report any unsatisfactory work to the CE Service Contracts Section.

10.4. Unsatisfactory Performance. Immediately report unsatisfactory performance by the contractor to 78 CES/CEOES Custodial Contract monitor. Address all concerns with the custodial service to the custodial contract monitor and not with the contractors or their personnel. It is the responsibility of the Custodial Contract monitor to settle discrepancies or problems with the contractor.

Chapter 11

BASE BEAUTIFICATION AND LITTER CONTROL

11.1. General. This section establishes policies, assigns responsibilities, and outlines procedures for the maintenance, repair, and improvement of grounds at Robins AFB, thus establishing an active base beautification and litter control program.

11.1.1. Austere funding and manning dictates all base organizations to take an active part in the base beautification and litter control program.

11.1.2. A grounds maintenance contractor is responsible for maintaining nearly all grounds on Robins AFB, however, FMs may be required to conduct minor maintenance on a periodic basis depending on plant growth.

11.2. Responsibilities.

11.2.1. CE will:

11.2.1.1. Provide grounds maintenance services through a contract and in-house forces in accordance with HQ AFIMSC standards, and provide Quality Assurance and surveillance for the grounds maintenance contract. These areas are shown on the GeoBase website (<https://geobase.robins.af.mil/geo/maps.asp>) and generally include large open areas where tractor-powered equipment can be used, and areas not assigned to other organizations.

11.2.1.2. Maintain improved, semi-improved, and unimproved grounds, and trees and shrubs in unoccupied areas.

11.2.2. Organization Commanders/Civilian Leaders will:

11.2.2.1. Enforce grounds maintenance and litter control in their areas of responsibility beyond the technical specifications of the grounds maintenance contract. Occupant responsibility (to include parking lot islands) extends to the halfway point between adjacent facilities, to the natural boundary or, in the absence of both, to a point 50 feet from the facility. Under no circumstances is an occupant required to maintain grounds in excess of 50 feet from a facility.

11.2.2.2. Ensure FMs in their area of responsibility and personnel assigned to their organization are familiar with this chapter.

11.2.2.3. Provide policing as required to ensure adequate and complete coverage. Keeping refuse containers policed and all covers closed are inherent in these responsibilities.

11.2.2.4. Enforce base mowing and grounds maintenance responsibilities beyond contractor responsibilities predicated on facility occupancy. The organization having FM responsibility inherits overall mowing responsibility, and an obligation to develop plans for support from other occupants of the facility. In facilities with multiple FMs representing multiple organizations, overall mowing responsibility will be designated to the organization owning the largest amount of square footage in the facility.

11.2.2.5. Provide grounds maintenance in addition to mowing, to include weed control; trimming, edging, and watering of grass; and tree/shrub care.

11.3. Area Policing. Policing will be accomplished to the extent the area is cleared of trash, small surface rocks, waste and any foreign material or debris which might constitute a hazard to flying operations, interfere with operation of mowers or other maintenance equipment, or present an unsightly appearance.

11.3.1. Organizational policing responsibilities are the same as for grounds maintenance (50 feet from the facility). To assure proper grounds maintenance and policing, Commanders of all organizations adjacent to and utilizing parking facilities will be responsible for providing personnel to assist in grounds maintenance and policing up on request by the responsible unit.

11.3.2. Maintaining all areas of the base in a clean condition is everyone's responsibility. Commanders must frequently inform their personnel of the provisions of this directive so there is no legal lack of knowledge in the prosecution of violations. Unlawful discarding of litter is a violation of this directive and will subject violators to judicial or nonjudicial punishment. Utilization of recycling program is mandatory.

11.3.3. Refuse should be discarded only in receptacles identified for this specific purpose. Recyclable products must be segregated and placed in appropriate recycling containers. Small refuse cans and central collection receptacles, commonly known as "dumpsters," are conveniently located throughout the base. Call 78 CES/CEOES at 497-8906 to have dumpsters emptied when full, although a normal, periodic trash pickup schedule has been established.

11.3.4. Litter, trash, and other foreign objects such as, but not limited to, paper cups, paper containers, bottles, glasses, and beverage containers, will not be thrown, dropped, or otherwise deposited upon the streets, sidewalks, or grounds of Robins AFB at any time. Place such objects only in authorized refuse or recycling containers provided for this purpose.

11.3.5. Violators of this prohibition are subject to disciplinary action. In the case of dependents, violation of this regulation may result in withdrawal of appropriate base facility privileges.

11.3.6. The base Security Forces will monitor acts against littering and, when appropriate, submit a DD Form 1569, *Incident/Complaint Report*.

Chapter 12

ENERGY CONSERVATION

12.1. General. This section establishes responsibilities and general procedures for the FM to monitor and actively promote the conservation of electricity, natural gas, water, and other utilities in the facility.

12.2. FM Responsibilities. Robins AFB will be issuing and revising the ALC energy conservations policies; each FM will be the lead on meeting the goals. Follow these mandates, and keep a section in the continuity binders on energy conservation to document actions.

12.3. Portable Space Heaters. Unrestricted use of portable space heaters is not permitted due to safety, energy conservation and electrical circuit capacity concerns. Their use directly counters the energy savings we plan to achieve. The BCE may grant waivers to accommodate documented and validated special medical circumstances. In cases where a facility's heating system is going to be inoperative for an extended period of time (greater than five days), FMs may request approval to use space heaters until the heating system is fixed. The following steps describe how to obtain a waiver/approval.

12.3.1. First response should be to consider accommodation (can the temperature be changed, can the employee be moved or swap desks with someone, is there a different means to accommodate the employee)? In the latter case, the preferred option is to accommodate with a personal heated blanket rather than a space heater.

12.3.2. After the supervisor has determined the accommodation cannot be met in a different manner, Facility Manager/Supervisor should send employee/requestor to OMS to provide supporting medical justification for a space heater which would generate an updated duty status sheet. The requestor must indicate what the requirements are for the employee (i.e., employee must work in an environment that maintains the temperature above a specific degree temperature).

12.3.3. When the supervisor has the updated duty status sheet from OMS (or off base doctor for a contract employee), then the facility manager must submit a service request for approval of the space heater to 78 CES/CEOER utilizing TRIRIGA. Each request should state at what building and room the employee is located.

12.3.4. Once CE Customer Service has the request, we will coordinate with the Fire Department, Wing Safety, the Energy Office, the Electrical Shop, and the HVAC Shop. Fire Department and Safety will reiterate the fire safety requirements set in the AFIs. The Energy Office will direct the maximum size space heater allowed to minimize energy consumption, the Electrical Shop will confirm the circuit used can safely accommodate the load, and the HVAC Shop will confirm the current HVAC system is working as designed. If all the coordinating agencies agree, and medical necessity so indicates, we will approve the TRIRIGA Service Request for the facility manager to keep on file.

12.3.5. All space heaters must be Underwriters Laboratory (UL) listed or Factory Mutual (FM) approved. Note, these designations must be visible on the space heater. Units must have a built-in tilt switch and a screen over the heating elements. All space heaters must have an electrical rating of 110 or 120 volts with no more than 550 watts electrical heat rating, be kept at least 36 inches away from combustible materials, and will not be left unattended. Do not plug the portable space heater into an extension cord or multi-outlet strip. Safe and proper use of the space heaters will be the responsibility of the user and the Facility Manager.

Chapter 13

ENVIRONMENTAL DIVISION

13.1. General. Environmental compliance requirements are covered by several federal laws and state permits; violations can impose civil and criminal penalties against violators. The FM is the primary person responsible for ensuring adequate environmental protection at each facility. FM personnel should be aware of regulations impacting duties.

13.2. Specific Guidance.

13.2.1. Coordinate with organizational Unit Environmental Coordinators (UEC) or Environmental Management to ensure compliance with federal, state, local, AF, and base environmental requirements.

13.2.2. Provide recycling containers at the facility (white paper only). Contact 78 CEG/CEIE at 497-8104 for assistance.

13.3. Responsibilities. The following programs have the greatest impact to FM's. Be familiar with the following media areas and if/how it impacts appropriate facilities:

13.3.1. Cultural Resources: Be aware if facilities are considered historic buildings/structures. FM's shall understand and comply with the limitations associated with historical buildings/structures and potential U-Fix-It tasks.

13.3.2. Hazardous Materials: Never purchase hazardous materials through local Government Purchase Card purchases without prior approval from the HazMat Cell (78ceg.cev.hazmat@us.af.mil). Ensure all hazardous materials are managed IAW the Hazardous Materials Management Plan.

13.3.2.1. Latex paint requires prior approval from the HazMat Cell.

13.3.2.2. Store potentially hazardous materials, including paint, with AF-approved labels.

13.3.2.3. Ensure contractors do not leave behind paint or other potentially hazardous materials without prior approval.

13.3.3. Hazardous Waste (HW): Universal Waste (UW) is considered HW and must be managed according to Robins AFB Permits and Federal Laws. UW includes used batteries (nickel-cadmium, mercury, lithium, silver oxide, etc.) and used mercury-containing lamps (UMCLs). Ensure all hazardous wastes are managed IAW the Hazardous Waste Management Plan.

13.3.3.1. FMs are responsible for proper storage and disposal of universal waste (batteries and spent bulbs or UMCLs); UMCLs have the greatest potential risk for FMs of areas.

13.3.3.2. Containers must be able to secure bulbs and prevent breakage.

13.3.3.3. Containers must be kept closed at all times unless you are adding/removing bulbs.

13.3.3.4. Containers must be labeled with an AF-approved label.

13.3.3.5. Storage containers must not exceed 300 days at any facility. Turn-in for containers is available at Environmental Management.

13.3.4. Solid Waste/Recycling: Notify CE Services for additional or issues with dumpsters (overflow, container integrity, etc).

13.3.5. Toxics: Be aware if facilities contain asbestos and lead-based paint (LBP). Know if and where asbestos and LBP is located within a facility. Ensure these areas are not disturbed without proper protection.

Chapter 14

U-FIX-IT

14.1. General. There are many instances where CE cannot accomplish work in the time frame requested by the individual or organization. In these instances, the requester has the option of furnishing the labor and/or material funds from the organization's resources.

14.2. Benefits to Organizations.

14.2.1. U-Fix-It. When competing with mission requirements, would normally receive a low priority. This is a great way to upgrade your work area and not compete for CE man-hours.

14.2.2. The FM must ensure that unauthorized U-Fix-It work is not being performed within the building. Personnel assigned to your facility need to be aware that all U-Fix-It projects must be approved in TRIRIGA before starting any work, regardless of source of materials or funds.

14.3. U-Fix-It Examples. The following is a list of typical minor maintenance and construction tasks which may be authorized for accomplishment. The list is not all-inclusive, since the size and complexity of jobs will depend upon the capability of the individual U-Fix-It donors. This is not an all-inclusive list but some examples are:

14.3.1. Replace ceiling tiles.

14.3.2. Replace clothing hooks.

14.3.3. Install/replace door hasps.

14.3.4. Replace doorstops.

14.3.5. Repair small holes in drywall.

14.3.6. Replace/install door stripping and window/door insulation.

14.3.7. Replace door hinges and screws.

14.3.8. Replace door closures.

14.3.9. Replace broken door hinges.

14.3.10. Replace towel racks.

14.3.11. Replace toilet paper holders.

14.3.12. Perform minor rust prevention and treatment.

14.3.13. Replace faucet washers if cut-off valves are available.

14.3.14. Replace faucets (swap with old parts, if available).

14.3.15. Replace commode seats.

14.3.16. Do touch-up painting.

14.3.17. Replace broken floor tiles (after area has been cleared of asbestos containing materials).

14.3.18. Replace 110V receptacle covers.

14.3.19. Replace 110V switch covers.

14.3.20. As a general rule, no U-Fix-It electrical work (wiring, installation of panels and outlets, etc.) will be allowed. Personnel will not be authorized to perform maintenance on equipment items such as furnaces, boilers, air conditioning system, exterior electrical systems, or other utilities, such as gas, fuel, water, and sewer lines.

14.4. Requesting Approval.

14.4.1. U-Fix-It work must be requested through the TRIRIGA system the same as for any other service request, except that the donated resources section of the form will be marked.

14.4.2. By its very definition, U-Fix-It work should require little to no CE in-house labor support. Hence, all U-Fix-It work requests requiring more than 50 man-hours of CE in-house labor will be disapproved for U-Fix-It action and returned to the FM for prioritization in the planned work order or contract project program.

14.5. Considerations for Approval. In deciding whether or not to approve the U-Fix-It request, the Work Request Review Board (WRRB) will consider:

14.5.1. Whether the requester has the technical capability and resources available to do the job.

14.5.2. What Base Civil Engineer (BCE) support will be required if the requester has limited capability.

14.5.3. Whether or not it would be economical for the requester to donate the necessary labor and materials for accomplishment under CE supervision. U-Fix-It work may not always be cost effective. The CE is ultimately responsible for work on real property and consequently may have to correct deficiencies created by U-Fix-It work. Therefore, materials furnished by the requester must meet Air Force standards of quality and be approved by CE.

14.6. Material Support. The U-Fix-It Supply is managed by the Material Control Section (78 CES/CEOEM) and provides support for minor maintenance not requiring cutting or drilling.

14.6.1. Facility Managers may procure such items as light bulbs and floor tile or other non-construction materials at this activity.

14.6.2. Only FMs are authorized to obtain minor maintenance items over the counter from U-Fix-It Supply.

14.7. CE Inspections.

14.7.1. CE will conduct weekly inspections and a final inspection.

14.7.2. All CE furnished excess material will be returned to 78 CES/CEOEM.

14.8. Communications Support. Work requests requiring communications support (such as to install, remove, replace, and repair of telephone circuits or communications cables) requires approval by 78th Communications Squadron (78 CS).

14.8.1. Approval is obtained through submission of electronic IT Help submission, or ticket by contacting 468-HELP (468-4357) Robins Helpdesk.

14.8.2. The requester must contact the 78 CES Customer Service 30 days in advance for any U-Fix-It work requiring relocation of communications equipment.

Chapter 15

MISCELLANEOUS PROVISIONS

15.1. Base Signage. The installation policy regarding sign installation standards is developed from the Unified Facilities Criteria (UFC) 3-120-01, and the installation architectural compatibility plan. Noteworthy features are as follows:

15.1.1. Interior signs must present a uniform and professional appearance.

15.1.1.1. Interior signs will contain condensed and consolidated information to minimize the number of signs by using designated bulletin boards or other central information centers.

15.1.1.2. All exterior signs on RAFB must be approved by CE on a Service Request prior to installation. Base signage must adhere to the standards as established by the above UFC and Base Facility Standards.

15.1.1.3. CE Responsibilities. In regards to the base signage program, CE is responsible for the following:

15.1.1.4. Administering and overseeing the RAFB sign program. This includes establishing the means to acquire, install, and maintain all exterior installation sign requirements.

15.1.1.5. Serve as the approval authority for all exterior sign requests.

15.1.2. FMs Responsibilities. In regards to the base signage program, FMs are responsible for the following:

15.1.2.1. Acquiring, installing, and maintaining all interior facility signs

15.1.2.2. Identify sign requirements and initiate make requests for signs through area specific CE customer service section. All requests for signs will be submitted on a Service Request and clearly delineate requirements.

15.2. Non-Fair Wear and Tear of Air Force Real Property. Non-fair wear and tear of Air Force Real Property will not be tolerated. Non-fair wear and tear can be defined as any willful damage to a facility or any of its components.

15.2.1. The FM, in cooperation with all facility occupants, has the primary responsibility to prevent facility abuse. Any damage should be reported immediately to 78 CES/CEOER. Unreported damage to Air Force Real Property clearly indicates that the FM is not conducting periodic inspections.

15.2.2. 78 CES/CEOER will initiate a repair Work Task and forward it to the appropriate craft for estimate/repairs. In some cases, immediate repairs, as opposed to an estimate, may be required in order to maintain the integrity of the facility or maintain security, safety, and/or fire protection systems.

15.2.3. 78 CES/CEOER will initiate a Facility Abuse Letter ([Attachment 10](#)) and forward to the appropriate unit commander to investigate to determine if liability can be affixed and reimbursement for damages is made to the USAF.

15.2.4. If this damage was the result of misconduct and liability has been affixed, submit a service request into the TRIRIGA system, so that CE may prepare the required Work Task to gain reimbursement from the individual(s) concerned.

15.2.4.1. Upon completion of the repair action, 78 CES/CEOER will submit cost breakdowns to the CE Resource Advisor.

15.2.4.2. The budget office will be notified for the transfer of the using organization's O&M funds to the RC/CC and EEIC provided by the CE Financial Section.

15.2.4.3. If requested for pecuniary liability assessment, an Interim Work Information Management System Cost Report can be obtained from 78 CES/CEOER.

15.2.4.4. Facility manager program abuse will not be tolerated. Warnings and any necessary corrective actions will be implemented as needed, after three instances 78 CEG will decertify and remove the individual FM from the program. This will be done via a letter sent to the FM's commander or director.

BRIAN R. MOORE, Colonel, USAF
Commander

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

AFI 32-101, *Base Parking*, July 2006

AFI 32-1001, *Civil Engineer Operations*, October 2019

AFI 32-1020, *Planning and Programming Built Infrastructure Projects*, December 2019

AFI 32-2501, *Emergency Management Program*, 10 March 2020

AFI 32-9005, *Real Property Accountability*, February 2020

AFI 33-322, *Records Management and Information Governance Program*, March 2020

AFI 91-202, *The US Air Force MISHAP Prevention Program*, March 2020

AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, January 2020

RAFBI 32-2001, *The Fire Protection Operations and Prevention Program*, June 2016

Prescribed Forms

ROBNSAFBVA32-1, *Tornado Shelter Area*

ROBNSAFBVA32-1a, *Tornado Shelter This Way (Right)*

ROBNSAFBVA32-1b, *Tornado Shelter This Way (Left)*

ROBNSAFBVA32-1c, *SIP Safe Room*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit Report*

DD Form 1569, *Incident/Complaint Report*

Abbreviations and Acronyms

AF—Air Force

AFCOLS—Air Force Common Levels of Service

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health Standard

AFRIMS—Air Force Records Information Management System

APF—Appropriated Funds

CE—78 CEG

CEOER—CE Customer Service

CM—Corrective Maintenance

FM—Facility Manager

FSD—Fire Safety Deficiency

GPC—Government Purchase Card

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PM—Preventive Maintenance

RAC—Risk Assessment Code

RAFB—Robins Air Force Base

RDS—Records Disposition Schedule

RPIE—Real Property Installed Equipment

RPSE—Real Property Similar Equipment

SABER—Simplified Acquisition of base Engineering Requirements

TRIRIGA—The electronic, web-based system that replaced the Legacy IWIMS system

UEC—Unit Environmental Coordinator

UL—Underwriters Laboratory

WRRB—Work Request Review Board

Attachment 2

SAMPLE FACILITY MANAGER APPOINTMENT TEMPLATE

A2.1. The responsible Commander/Civilian Leader shall. Appoint all newly assigned Facility Managers.

Figure A2.1. Sample Facility Manager Appointment Letter Template.



DEPARTMENT OF THE AIR FORCE
78TH AIR BASE WING (AFMC)
ROBINS AIR FORCE BASE, GEORGIA

MEMORANDUM FOR: 78 CES/CEOER

06 November 2018

FROM:

SUBJECT: Appointment of Facility Manager

CUSTOMER ORGANIZATION _____

1. Request the following individual(s) be **assigned** as facility manager for building(s) _____. The following information is provided:

Add:

Primary Manager

Name:

Grade:

Office Symbol:

Duty Phone:

Home Phone:

Email Address:

Alternate Manager

Name:

Grade:

Office Symbol:

Duty Phone:

Home Phone:

Email Address:

2. Request the following individual(s) be removed from their duties as facility manager.

Remove:

3. This letter supersedes all previous letters. If additional information is needed please contact: _____.

Commander or Director

This letter is subject to the Privacy Act of 1974

Attachment 3

KEY TELEPHONE NUMBER LISTING

Table A3.1. Key Telephone Numbers Listing.

OFFICE/FUNCTION	OFFICE SYMBOL	TELEPHONE (Commercial)
Base Facility Mgmt. Materials	78 CES/CEOEM	327-8525
Base U-Fix-It Projects	78 CES/CEOEM	327-8515
Bioenvironmental Engineering	78 MDG/SGPB	327-7555
Contract Service	78 CES/CEOES	327-8906
Custodial NISH	78 CES/CEOES	327-8906
Custodial, Base wide	78 CES/CEOES	327-8906
Custodial, DMAG	78 CES/CEOES	327-8906
Customer Service	78 CEC/CEOER	327-7447
Emergency Service Call	78 CES/CEOER	926-5657
78 CES Unit Environmental Coordinator	78 CEG/CEOER	327-8518/8516
Fire Prevention	778 CES/CEFP	926-2145
Grease Traps	78 CES/CEOES	327-8951
Grounds Maintenance	78 CES/CEOES	327-8907
Hoods and Ducts	78 CES/CEOES	327-8951
Environmental Management	78 CEG/CEIEC	926-9645
Hazardous Waste Technician	78 CEG/CEIER	926-1176
Lead/Asbestos Abatement	78 CES/CEOER	327- 8518/8516
Pest Control	78 CES/CEOIE	497-7447
Portable Toilets	78 CES/CEOES	327-8906
Real Estate Management	78 CEG/CEIAR	327-8736, 327-8793, or 327-
Recycling	78 CES/CEOES	327-8912
Refuse	78 CES/CEOES	327-8912
Ground Safety	WR-ALC/SEG	926-6271

Attachment 4

FACILITY MANAGER'S WEEKLY WALK-THROUGH CHECKLIST

Table A4.1. Facility Manager's Weekly Walk-Through Checklist.

Facility Manager's Weekly Walk-Through Checklist DATE: _____			
#	Item Description	Yes	No
1	Facility Manager Data Card is placed on bulletin board and in appropriate locations.		
2	Have published rules for daily closing of facility to all occupants.		
3	Have performed daily closing inspections – doors, windows, etc.		
4	Have checked to see if custodial work is performed as contracted.		
5	Have policed outside the facility at least 2-3 times each week.		
6	Have received FM training from CE within the last 12 months. (FM may lose privileges to submit Service Requests in TRIRIGA if not current).		
7	Briefed all occupants (including new ones) on facility management responsibilities.		
8	Have performed the FM hands-on maintenance prescribed in the OI. For example, all efforts are made to unclog commodes, sinks, and other drains prior to contacting CE.		
9	Checked and replaced ceiling tiles with stains, water damage, etc.		
10	Have performed facility excellence check for the facility.		
11	Ensured fire safety standards are followed IAW chapter 8 in this instruction.		
12	Visually check condition of fire doors for operability of self-closures, continuity of hinges, fusible links, catches, and stay rollers. Submit a SR for any deficiency.		
13	Checked fire extinguisher locations and operability.		
14	Ensured you have operational light fixtures, to include exit and emergency lights (push "check" button to ensure operation) and exterior lighting around building and parking lot.		
15	Replaced all burnt out light bulbs as required (below 10 feet), discard properly.		
16	Set thermostat(s) to temperature settings per latest AF and/or RAFB energy conservation policy, as applicable.		
17	Ensure unauthorized appliances and space heaters are not being used; lights are turned off when office is vacant.		
18	Electrical surge protectors are used properly and not overloaded or daisy chained.		
19	Established a central location for recycle pickup and disposal.		
20	Key logs are maintained, and keys are returned by exiting personnel.		
21	Space and systems furniture approval procedures are followed.		
22	No Govt Purchase Card purchases that affect the facility are made without going through CE for approval.		
23	Exterior and interior signs are in accordance with current base policies.		
24	No excessive wear and tear on the facility has occurred without notifying CE.		

25	Coordinated with CE Customer Service to ensure:	-----	----
	a. Commanders are kept informed of infrastructure concerns and actively pursue funding for prioritized requests.		
	b. Work requests are being accomplished in minimum time with an explanation for delays, stoppages, material or parts delays, etc.		
	c. Notification is received for Facility Board meetings.		
	d. Approval for systems furniture is received from CE prior to ordering or installation.		
	e. FM performed quarterly review and removal of unnecessary work requests.		
26	Establish a central location for universal waste. Ensure containers are returned to Environmental Management in building 359 within 300 days of receipt.		
27	Keep copies of this checklist in the continuity binders, for the last 12 months.		

Attachment 7

FACILITY MANAGER DATA CARD

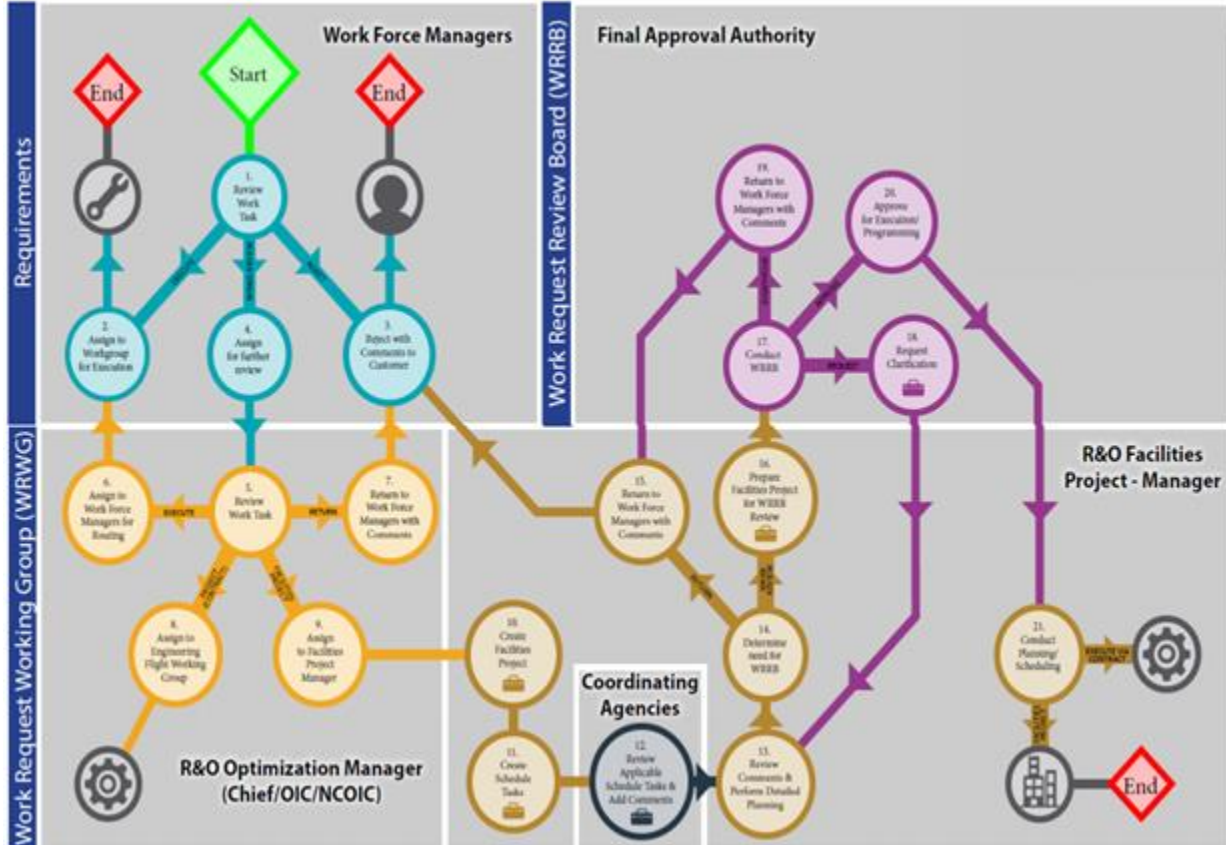
Figure A7.1. Facility Manager Data Card.

<p>FACILITY MANAGER INFORMATION</p> <p>PRIMARY FACILITY MANAGER</p> <hr/> <p>(NAME AND DUTY PHONE)</p> <p>ALTERNATE FACILITY MANAGER</p> <hr/> <p>(NAME AND DUTY PHONE)</p> <p>IF YOU HAVE ANY QUESTIONS REGARDING WORK REQUESTS IN YOUR FACILITY, CONTACT ONE OF THE INDIVIDUALS LISTED ABOVE</p>

Attachment 8

CIVIL ENGINEER WORK TASK PROCESSING FLOW CHART

Figure A8.1. Work Task Process Flow Chart.



Attachment 9

SAMPLE FACILITY ABUSE LETTER

Figure A9.1. Sample Facility Abuse Letter.

----- LETTERHEAD -----

SUBJECT: Facility Damage Case Number _____

1. On _____, personnel from 78 CES were at facility number _____ to accomplish maintenance on work order number _____. It is suspected that this work order is a result of malicious damage caused by personnel within your organization.
2. As Commander of the _____ (Squadron), it is your responsibility to ensure that this incident is investigated to determine if liability can be affixed and reimbursement for damages be made to the USAF.
3. Please provide your findings to the 78 CES/CL no later than _____.
4. If this damage was the result of misconduct and liability has been affixed, be sure to submit a work request into the E332 system, so that we may prepare the required work order to gain reimbursement from the individual(s) concerned. The work requested will not be accomplished until your written evaluation is received. Only temporary emergency repairs will be made to safeguard personnel and property.

(78 CES/CL)
Director

Attachment 10

SAMPLE FACILITY MANAGER ABUSE LETTER

Figure A10.1. Sample Facility Manager Abuse Letter.

MEMORANDUM FOR ___ SQUADRON COMMANDER/DIRECTOR

FROM: 78 CEG/CL
755 Macon Street
Robins AFB, GA 31098

SUBJECT: Facility Manager Decertification and Removal

Civil Engineering is removing _____ as a facility manager due to failure to adhere to outlined procedures set forth in established guidelines (list applicable AFI's, local FM guide, local OI's, etc.)

Investigation into this matter uncovered _____ improperly and intentionally attempted to circumvent the Civil Engineer service call procedures as outlined in (list AFI, supporting local OI and FM handbook). Use specifics here and outline every instance and what was done. For example, _____ contacted service call on 18 Apr 2018 at 1145 stating there was water spraying all over the facility and someone needed to respond because the facility was flooding. This indicates an emergency situation and WFSM personnel were dispatched immediately. Upon arrival, the craftsmen noted the problem was not as described by _____. In fact, the problem was a slow drip coming from the toilet supply line accumulating no more than a cup of water within an 8-hour work period. This is not an emergency and caused other priorities to be missed and _____ was informed of the priorities and process on the spot. Further details and dates associated with follow-on training are highlighted in the next section.

My Requirements and Optimization Supervisor, Operations Engineering Branch Chief, and 78th CES Director have provided initial training, continuous follow-on training regarding policy, and specific feedback regarding all aforementioned instances. However, _____ fails to adhere to published guidance, additional training, and detailed feedback. Again, be very specific here and list dates of training and ALL correspondence, such as what was pointed out in the paragraph above.

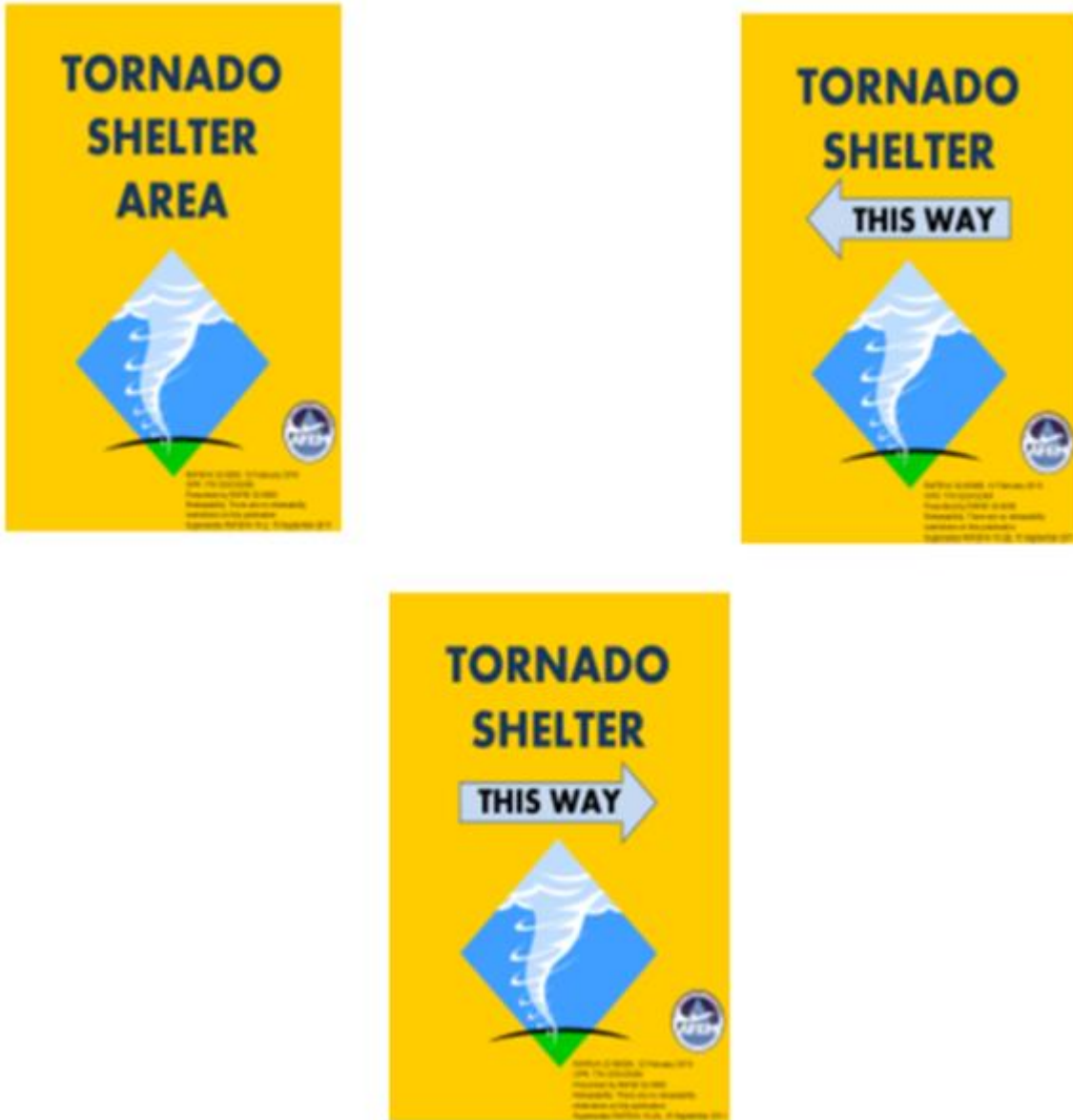
I will consider re-appointment as a facility manager if _____ completes initial facility manager training again, you support the recommendation, and _____ completes an interview satisfactorily displaying they understand all policies and guidelines.

3. Any questions concerning anything above please feel free to contact me at _____ or my point of contact, _____, 78 CEG/CEOER, DSN _____, (478) _____, or via e-mail at 78thCEG@us.af.mil.

Attachment 11

TORNADO SHELTER AREA SIGNS

Figure A11.1. Tornado Shelter Area Signs.



Attachment 12
DDC BUILDINGS

Figure A12.1. DDC Buildings

DDC Buildings

2	111	214	323	680	799	1347	2071	
9	125	215	350	700	826	1348	2072	
12	127	220	350N	700A	827	1353	2074	
37	137	221	352	706	901	1364	2076	
38	140	222	359	707	905	1371	2078	
43	141	225	364	708	908	1400	2079	
44	142	226	376	755	909	1555	2081	
47	146	227	377	756	910	1561	2082	
48	155	228	380	758	914	1602	2083	
49	158	229	385	759	936	2030	2088	
50	162	230	542	761	941	2036	20036	
54	165	255	553	767	943	2039	20042	
59	166	263	560	768	944	2045		
80	169	270	595	769	946	2048		
81	177	280	603	780	948	2051N		
82	180	300	614	781	949	2051S		
83	181	300new	638	792	956	2052		
85	189	301	640	794	963	2057		
89	205	301gym	645	795	982	2059		
91	207	302	660	796	988	2062		
110	210	319	670	797	1011	2063		
	211	321	672	798	1021	2066		

Attachment 13

SHELTER-IN-PLACE SIGN

Figure A13.1. Shelter in Place Sign.



RAFBVA 32-9008C, 12 February 2019
OPR: 778 CES/CEXM
Prescribed by RAFBI 32-9008
Releasability: There are no releasability
restrictions on this publication.
Supersedes RAFBVA 10-2C, 15 September 2011

Attachment 14

EXAMPLE DIRECTORY, SHELTER, AND EVACUATION PLAN

Figure A14.1. Directory, Shelter, and Evacuation Plan.



Attachment 15

MASTER KEY REQUEST LETTER

Figure A15.1. Master Key Request Letter.



DEPARTMENT OF THE AIR FORCE
78TH AIR BASE WING (AFMC)
ROBINS AIR FORCE BASE, GEORGIA

MEMORANDUM FOR 78 CES/CEOER

FROM: Enter your Full Office Symbol
(Facility Address)
Robins AFB GA 31098-2207

SUBJECT: Master Key

Brief description of request (justification) and number of Master keys needed, also building number and reference the W/O number that will be used to cut these keys.

Names of individuals that will be issued a master key

3. If you have any questions, please call the point of contact, (Name), (Phone).

Your Directors information
Director
Your Organization