BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 30

SPACE LAUNCH DELTA 30
INSTRUCTION 32-1001

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Civil Engineering

SPACE LAUNCH DELTA 30
FACILITY MANAGER PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFPD 32-10**,** *Installations and Facilities*, and extends the guidance from AFI 32-1001, *Civil Engineer Operations*. The 30th Civil Engineer Squadron (30 CES) is responsible for the development, operations, maintenance and repair of the Vandenberg SFB infrastructure, facilities, facility systems, roads, and grounds. This instruction is designed to help customers understand the Facility Manager Program, the program roles and responsibilities, and how to identify requirements. This Instruction/Publication requires the collection and or maintenance of information protected by the *Privacy Act of 1974* authorized by Title 5, U.S.C. 301 and Title 44, U.S.C. 3101. The applicable System of Record Notice(s) 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; Department of Defense Regulation 5200.2-R, DoD Personnel Security Program; 10 U.S.C. 9832, Property accountability; Air Force Instruction 33-332, Privacy Act Program; and E.O. 9397 (SSN) are available at: **https://dpcld.defense.gov/privacy/SORNS.aspx**. All forms with Privacy Act information fields have an appropriate Privacy Act Advisory Statement (PAS) that includes the Authority, Purpose, Routine Uses, and Disclosure (Voluntary or Mandatory) or one will be provided upon request. Refer recommended changes and questions about this instruction to the 30th Civil Engineer Squadron, Operations Engineering Element (30 CES/CEOE), 1172 Iceland Ave, Building 11439, VSFB, CA 93437, using AF Form 847, *Recommendation for Change of Publication*; route AF IMT 847s, from the field, through the unit publications/forms manager (30 SCS/SCXK). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program,

and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)" (DAFI33-360, 6.5.6.4.).

SUMMARY OF CHANGES

This publication was substantially revised, and must be completely reviewed. This version incorporates the following changes: Material Diversion Center renamed as Vandenberg Recycling Center, Fixed Ladder Inspections, new CE Transformation work priorities, and AF Form 332, *Base Civil Engineer Work Request,* submittal process.

Chapter 1

FACILITY MANAGEMENT RESPONSIBILITIES

1.1. Designating the Commander Responsible for the Facility. If facilities are occupied with multiple organizations, the organization that occupies the most square footage will have primary facility-manager responsibility. All units assigned real property facilities, or portions of facilities, including on joint bases, will have a primary and alternate facility manager assigned in writing by the unit commander, IAW AFI 32-1001, para 7.1. A commander may appoint two (2) facility managers that are responsible for more than one facility at a time. However, the Commander must understand that the facility manager position is an extremely robust additional duty, can be very cumbersome at times, and has a huge impact on the mission at-hand. In the event that an organization has several facilities under their charge, it is recommended that they assign more than two (2) facility managers to oversee their real property assets. Commanders, through their Facility Manager, will:

1.1.1. Officially request work by submitting an AF Form 332, *Base Civil Engineer Work Request*.

1.1.2. **Notify the 30 CES Customer Service Section at least 10 business days prior to relieving or appointing a facility manager.** The commander must submit a Facility Manager Appointment Letter by dropping it off to 30 CES Customer Service, located in Building 11439, or by sending the letter with their facility manager when the facility manager reports to the initial facility managers' training (see **Attachment 2** for letter format). If the facility manager shows up for training and Customer Service does not have an appointment letter on file, the facility manager will not be granted rights to access the eProTools database, which is the system by which all AF Form 332s are submitted.

1.2. Customer Service. Will schedule and provide a mandatory briefing on duties and responsibilities to all newly appointed facility managers. Thereafter, an annual refresher class will be scheduled to provide information on any changes in CE operations which may affect the facility manager. If new guidance comes out prior to the annual refresher training, Customer Service will forward the information out to all facility managers via the facility manager e-mail distribution listing.

1.3. Facility Managers (Applies to Both The Primary and Alternate FM).

1.3.1. Identify and control all occupant requests for work requirements needed to maintain and/or upgrade the facility to ensure mission readiness and a quality work environment. Except for emergencies, 30 CES will ONLY coordinate with the commander or facility manager when creating or reviewing work order submittals for approval. 30 CES will provide all feedback to those individuals.

1.3.1.1. If a work order is designated for contract accomplishment, other unit representatives may be asked to participate in design reviews, lending their expertise to design details in which the commander or facility manager are not required (but are highly encouraged) to be involved.

1.3.2. **Serves as their commander's and facility occupants' representative to the Base Civil Engineer (BCE) for any work needed on real property or Real Property Installed Equipment (RPIE).**

1.3.3. Notify CE Customer Service of a deployment or TDY. Submit a memorandum naming a temporary Alternate or Primary FM for your facilities **10 business days prior to departing**. Notify customer service **within 10 business days of returning** from deployment or TDY to resume FM duties.

1.3.4. Submit and monitor service work requests made to 30 CES, using the AF Form 332, *Base Civil Engineer Work Request* using eProTools. Paper requests will not be accepted with the exception of entities that do not have base internet access.

1.3.5. Manage organization's facility management program, complying with all duties outlined in this publication.

1.3.6. Provide escorts and access to secured areas, if needed to complete authorized work. If an emergency or urgent request is called in, the requestor should provide an alternate point of contact in the event that the requestor cannot be reached. In addition, if escorting duties are not included in a government contractor personnel's performance work statement/statement of work (PWS/SOW), then the director or commander of that contractor must ensure that the PWS/SOW is amended to support the contractor's facility management role.

1.3.7. Attend initial and annual refresher Facility Manager Training. This is a mandatory appointment. Failure to attend will result in the appointed facility manager's leadership receiving a no-show notification and access to eProTools being revoked.

1.3.8. At the request of CE Customer Service, accomplish the appropriate facility manager checklist in the Management Internal Controls Toolset (MICT) database per the Space Launch Delta 30 inspection program at **https://mict.us.af.mil/**. The Space Launch Delta 30 Inspector General's office will inspect each unit's facility manager program, as necessary.

1.3.9. Work side-by-side with their respective unit emergency management (EM) representative(s) concerning facility manager actions to be taken in the event of an emergency

1.3.9.1. Facility managers should become familiar with the base's Installation Emergency Management Plan 10-2 (CEMP 10-2) as well as the Contingency Response Plan 10-211 (CRP 10-211) which has checklist items specifically for facility managers to follow in the event of a catastrophe or other significant emergencies.

Chapter 2

FACILITY MANAGEMENT

2.1. Safety. Facility managers are responsible for periodically inspecting their facilities for potential safety hazards and reporting them to the proper agencies. Utilize AFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards,* 10 December 2018 to ensure all safety requirements are being met. For critical facilities, such as spacecraft, launch vehicle processing, and launch facilities, facility managers shall, at a minimum, also comply with AFSPCMAN 91-710V5, *Range Safety User Requirements Manual, Volume 5 – Facilities, Structures and Reusable Launch Vehicle Operations Locations Requirements,* 22 February 2018. If an AF Form 332 is needed to correct a safety violation, facility managers shall attach the write-up to the form.

2.1.1. Inspection of Fixed Ladders. In accordance with AFMAN 91-203, Para. 7.3.2.1., inspection of fixed ladders is required to be performed every three (3) years. These inspections shall be performed by the installation CE for ladders installed on real property facilities or real property installed equipment.

2.1.2. The using organization is responsible for ensuring inspections are performed on facilities and equipment which are not real property. A ladder inventory, and inspection log should be maintained by the facility manager (see **Attachment 12** for the Fixed Ladder Inspection Checklist). The facility manager shall notify CE Customer Service of any discrepancies noted during fixed ladder inspections via AF Form 332. With respect to ladder access requirements, AFMAN 91-203, Para. 7.3.1.6. states that where unauthorized use of a fixed ladder is a problem, the facility manager shall ensure the ladders are secured from unauthorized access. Ladders available to public access require guarding to prevent unauthorized access. Typically, the bottom seven (7) feet shall be guarded. Examples of guarding include the use of a fence with locked gates and making the bottom portion portable, or spring loaded, and available only as needed. Additionally, there must be a warning sign prohibiting access by unauthorized persons. Signs can be requested from CE via AF Form 332.

2.1.3. Facility managers whose facilities contain significant Asbestos Containing Material (ACM), as determined by the Asbestos Program Manager in 30 CES/CEIE, are required to receive initial and recurring asbestos awareness training. Squadron/Unit Commanders are responsible for ensuring that affected facility managers receive this training, and that it is documented in their personnel records. Contact the Installation Management Flight, at 606-1921, to schedule asbestos awareness training.

2.1.4. Heating, Ventilation and Air Conditioning (HVAC). AFMAN 91-203, Para. 2.5.5. states that facility managers shall ensure that IAW ANSI/ASHRAE 62.1-2013, *Ventilation for Acceptable Indoor Air Quality,* office HVAC systems shall be inspected by CE as part of their preventative maintenance program semiannually and annually is suggested to prevent the buildup of dust, mold and parasites. Filters shall be changed as needed. Do not cover air vents or obstruct air flow from registers. Do not place furniture, equipment or materials where they interfere with air movement or thermostats. Facility Managers shall ensure that rooms meet

temperatures of 68 to 78 degrees Fahrenheit for a comfortable office environment. Whenever possible, workers shall be located away from vents to avoid direct contact with hot or cold air. If your facility is experiencing issues with a computer room air conditioner (CRAC) unit, please specify this information when putting in a work order, as it may result in a higher priority.

2.2. Security. Facility managers should establish standard procedures for ensuring all facilities are secure from illegal entry. Any mechanical or structural deficiency that results in an unsecured facility constitutes an emergency, and should be immediately called in to customer service, at 606-0010, during duty hours, or the DCC at 606-1856 during after-duty hours (see **Paragraph 3.1.3.1**).

2.2.1. Security Forces patrols conduct regular security checks of base facilities. If Security Forces finds an unsecured building (door unlocked, window open, etc.) during non-duty hours, the facility manager will be called to secure the facility. A follow-up DD Form 1569, *Incident/Complaint Report*, will be sent to the commander for action. For questions concerning building security, contact the Security Forces Crime Prevention Section 606-2655, the Resources Protection Section 605-0759 or the Law Enforcement Desk, 606-3911.

2.3. Anti-Terrorism/Force Protection (AT/FP). During times of heightened FPCON levels, the facility manager is responsible for ensuring the facility meets all requirements outlined in the appropriate FPCON checklist. Once an FPCON change occurs, it should be reported to the applicable Unit Control Center (UCC). Facility managers should be conducting facility walk-throughs periodically to assess security and AT/FP concerns. Any suspicious packages or other potential AT/FP issues should be immediately reported to the Law Enforcement Desk at 911. Facility Managers should coordinate with their units AT monitor to ensure all unit AT plan requirements are implemented.

2.4. Key Control. Keys will only be issued to facility managers via the CE Structures Lock Shop (30 CES/CEOHS). All keys will be signed over to the facility manager on AF Form 1297, *Temporary Issue Receipt*, and this form will be stored in the facility folder in the Lock Shop. Key control starts when the keys are issued. Facility managers should issue all keys to their unit employees on an AF Form 2432, *Key Issue Log* (or locally generated equivalent). Master keys should be strictly controlled by the unit commander and facility manager. Additional master keys will only be issued to facility managers with a signed MFR from the Unit Commander. A copy of the MFR will be stored in Lock Shop facility folders.

2.4.1. Key Duplication. Facility managers and commanders responsible for facilities are the only personnel authorized to request key duplication or replacement. This is accomplished by submitting an AF Form 332 to customer service. Upon satisfactory review of the request, a work order number will be assigned. Requests for these keys will be accepted as long as they are not for personal convenience or to take the place of those lost through negligence.

2.4.2. U.S. Government Property. Keys issued are the property of the U.S. Government. If a key is tampered with or duplicated, disciplinary action will be taken; only the 30 CES Lock Shop has the authority to cut/issue new keys.

2.4.3. Lost/Stolen Keys. Any person losing keys must immediately notify their immediate supervisor, and facility manager, to ensure against compromising the facility's security. The facility manager will notify the Real Property office, by telephone, or in person.

2.4.3.1. Upon receiving notice of a compromised area that is due to lost or stolen keys, the Real Property office may:

2.4.3.1.1. Have all affected cores replaced, if deemed necessary.

2.4.3.1.2. Re-issue keys to affected area, if applicable.

2.4.3.1.3. Notify section/unit involved that the cost for re-keying an area due to lost, stolen, or duplicated keys is their responsibility. The unit's Resource Manager will provide a job order number, which will be written on the BCE Work Request 332 and will be used to pay for the job.

2.4.4. GSA Containers and Equipment Items. Safes are not real property and are the responsibility of the user. Any work provided by CE will be on a case-by-case basis.

2.4.4.1. Security Managers are responsible for the numbering and management of their unit's security containers. AFTO Form 36, *Maintenance Record for Security Type Equipment*, should be maintained and kept with each container for the duration of its use. These forms will be utilized by Lock Shop personnel to troubleshoot any problems with the container. Combination changes should be performed by the user, using Standard Form 700, *Security Container Information*. If a user is new to the process of changing a combination, they should contact their unit Security Manager to inquire about how to change the combination. Security Managers should maintain a listing of all combination locks in their unit, and maintain directions for the proper use of each type. If information is required, they should contact the DoD Lock Program. The 30 CES Lock shop will provide training on combination locks on a case-by-case basis.

2.4.4.2. Information for security containers and responsibilities of users can be found on the DoD Lock Program website. Federal DoD specifications, and troubleshooting guides, can also be downloaded. Contact the Technical Support Hotline to obtain information about security requirements.

2.4.4.2.1. **Call the DoD Lock Program Technical Support Hotline.:(800) 290-7607; (805) 982-1212, DSN: 551-1212. http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock.html**.

2.5. Energy Management. The facility manager has the most direct influence in helping meet base energy reduction goals. Facility managers should periodically evaluate facility use to ensure responsible energy practices are being applied. The following energy conservation tips should be monitored by facility managers:

2.5.1. Windows and doors closed during heating and cooling.

2.5.2. Lights turned off after hours or when not in use.

2.5.3. Unused equipment turned off.

2.5.4. Plumbing fixtures (sinks, commodes, urinals, showers, etc.) not wasting water due to leaks.

2.6. Water Quality. Vandenberg SFB is required by permits and regulations to prevent and reduce pollutants in wastewater, storm water and drinking water. For additional guidance, contact 30 CES/CEIE, Water Resources Program Manager at 606-7541.

2.6.1. Contact 30 CES/CEIE for guidance on discharge of any waters containing chemicals to the sanitary sewer system.

2.6.2. Release of anything other than storm water into storm drains or ditches is prohibited by federal regulations and state permit. Use Best Management Practices (BMPs) to prevent chemicals, materials or sediment from entering into storm drains. BMPs include good housekeeping, spill prevention, waste disposal, erosion control and sediment control.

2.6.3. Connecting to VSFB Water Supply: Any activity requiring the connection to, and the drawing of bulk water from, the drinking-water distribution system, to support construction and repair projects, shall require the approval and coordination, from both 30 CES/CEOIU, 805-606-5885 and American Water, 805-734-0043.

2.6.4. Discharge to Grade (DTG): Accumulated, and high pressure, wash water may contain contaminants. Prior to release of water to grade, obtain an approved DTG Form from 30 CES/CEIE. Examples of such releases are storm water accumulated in secondary containment, underground structures, cooling water, etc. Contact 30 CES/CEIE for guidance before surface cleaning with high-pressure water or high-pressure steam. Reference: 30 SW Plan 32-7041-A, *Wastewater Management Plan*, Appendix 11.

2.7. Evacuation Procedures. The facility manager is responsible for ensuring building occupants are aware of proper evacuation procedures and that established procedures are followed. This also includes procedures for returning to the building.

2.7.1. Supervisors shall establish an emergency action plan in accordance with AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards,* 10 December 2018.

2.7.2. Evacuation routes and rally points should be pre-determined, posted around the facility, posted at each exit and reference both primary and alt locations.

2.8. Shelter-in-Place (SIP) Procedures. The facility manager will assist in SIP standup and execution, regarding buildings and occupants, in accordance with the direction of the commander, and/or supervisor responsible for sheltering personnel in their facility. In these situations, facility managers, typically, will be instructed to use SIP through email alert or a phone call from the UCC.

2.8.1. The facility manager should contact their unit emergency-management representatives, conduct an initial building assessment (to determine what protective actions are practical for the facility), establish a unit SIP program (if not already completed), and identify what hazardous materials are stored or used in or near the facility.

2.8.2. Once a new unit SIP program has been established, unit emergency management representatives will contact the Civil Engineer Readiness and Emergency Management Flight (30 CES/CEX) to schedule an assessment, and to review their shelter in place location(s) and plan. **Attachment 6,** *Shelter In-Place Action Plan,* includes required items and actions for SIP kits, sheltering in place and evacuation. In addition, lockdown procedures can also be found on the same attachment.

2.9. Service Contracts. Facility managers should be knowledgeable of the services their facility receives through service contracts (grounds maintenance, refuse collection, custodial services, elevator maintenance, crane/hoist maintenance, etc.), and knowledgeable of what these services include. The CE Service Contracts section at 606-2330 can provide specific information on a facility's service contracts.

2.9.1. **If a problem arises, the facility manager should contact the CE Service Contracts section.** Neither the facility manager, nor the building occupants, should approach the contractor or their employees, and it is illegal to ask the contractor to perform services that are outside the scope of work. Doing so obligates the government, and the contractor can file a claim for services rendered above and beyond the contract.

2.10. Trash Dumpsters and Enclosures. It is the facility manager's responsibility to ensure that solid-waste dumpsters and enclosures are kept neat and clean at all times.

2.10.1. Storage of trash dumpsters and bins of any kind is not allowed in mechanical rooms.

2.10.2. For unauthorized/illicit items found in enclosures, please call:

2.10.2.1. For HAZWASTE/Universal Waste, call the Haz-Waste contractor (building 3300) at 606-8438.

2.10.2.2. Do not dispose of rubber tires in facility trash dumpsters.

2.10.2.3. For appliances (excluding VSFB housing), call 30 CES at 606-0165 or 606-7571 for information on the location of the appliance collection point.

2.10.2.4. For office furniture, printer cartridges and usable wood materials such as pallets, call the Vandenberg Recycling Center (Building 11510) at 605-0102.

2.10.2.5. For scrap metal materials too large to fit inside the facility's dumpsters, call the Vandenberg Recycling Center at 605-1143.

2.10.3. For any missed trash, recycling pickups, or broken solid waste containers, please call 606-5034 or 606-2330.

2.10.4. For further guidance on solid waste, regulatory compliance, material and furniture recycling, please call:

2.10.4.1. HAZWASTE and Solid Waste Compliance Officer at 606-2359.

2.10.4.2. Integrated Solid Waste Activity Officer at 606-0165 or 606-7571.

2.10.4.3. Vandenberg Recycling Center at 605-0102 or 605-1143

2.11. Hazardous Waste. Regulations to protect public health and the environment identify which items constitute hazardous waste, or "universal waste" (U-Waste). As of February 9, 2006, all "U-Waste" (to include electronic waste) items were banned from regular trash disposal. It is illegal to dispose of hazardous waste in garbage, storm drains or on the ground. Chemicals illegally disposed of can be released into the environment, and contaminate the air, water and food.

2.11.1. Disposal. Some hazardous waste materials can be recycled or safely disposed of at VSFB's Consolidated Collection Accumulation Point (CCAP) at building 3300. Call 606-8438 to schedule a drop-off appointment.

2.11.2. Each unit's HAZWASTE POC or 30 CES/CEIEC can answer any questions on the proper disposal of hazardous waste. For additional information on U-Waste, personnel can also check the Department of Toxic Substances Control (DTSC) website at **https://www.dtsc.ca.gov/**.

2.11.3. Some of the commonly banned items which cannot be safely disposed of in the trash dumpsters or enclosures include:

2.11.3.1. Fluorescent lamps and tubes (includes metal halide lamps, and sodium vapor lamps).

2.11.3.2. Batteries, both rechargeable and single use (includes AAA, AA, C, D, button cell, 9-volt, lead-acid batteries, and all others).

2.11.3.3. Electronic devices are considered HAZWASTE and require recycling or disposal [examples include cathode ray tube (CRT), liquid crystal diode (LCD), and plasma televisions, monitors, computers, printers, VCRs, DVD players, cell phones, telephones, radios, microwave ovens, etc.].

2.11.3.4. Mercury-Containing Items.

2.11.3.4.1. Electrical switches and relays (which contain about 3.5 grams of mercury each). Mercury switches can be found in chest freezers, pre-1972 washing machines, sump pumps, electric space heaters, clothes irons, silent light switches, automobile hoods, trunk lights, and ABS brakes.

2.11.3.4.2. Thermostats that contain mercury. There is mercury inside the sealed glass "tilt switch" of the old-style thermostats (not the newer electronic kind).

2.11.3.4.3. Pilot light sensors. Mercury-containing switches are found in gas appliances such as stoves, ovens, clothes dryers, water heaters, furnaces, and space heaters.

2.11.3.4.4. Mercury gauges. Mercury gauges include barometers, manometers, blood pressure and vacuum gauges.

2.11.3.4.5. Mercury thermometers. Mercury thermometers contain about a half gram of mercury. Many health clinics, pharmacies, and doctor offices will replace old fever thermometers for new mercury-free ones.

2.11.3.4.6. Mercury-added novelties. Mercury-added novelties include greeting cards that play music when opened, athletic shoes (made before 1997) that have flashing lights in soles, and mercury maze games.

2.11.3.5. Household and Landscape Chemicals.

2.11.3.5.1. Flammables and poisons, which include solvent-based (oil) paints and reactive and explosive materials.

2.11.3.5.2. Acids, oxidizers, and bases, including some pool chemicals and cleaners.

2.11.3.5.3. Pesticides and herbicides cannot be disposed of in the trash dumpsters. Consult the product label or 30 CES/CEIE.

2.11.3.6. Paints and solvents, which include latex paints, oil-based paints, non-empty aerosol paints, solvent cans, and solvents (such as paint thinner, finger nail polish remover, etc.). Paint sludge is also considered HAZWASTE.

2.11.3.7. Building Materials.

2.11.3.7.1. Asbestos, which can be found in older kinds of insulation, cement, concrete, roofing, flooring and siding. More information on asbestos in base facilities is available from 30 CES/CEIE.

2.11.3.7.2. Treated wood, which includes wood that is treated with Chromium Copper Arsenate (CCA), or creosote.

2.11.3.8. Automobile-Related. Antifreeze, batteries, motor oil, filters, and tires cannot be thrown in the trash dumpsters.

2.11.3.9. Compressed-gas cylinders, which includes propane tanks used for BBQ or for plumbing.

2.11.3.10. Needles and sharp objects generated in home health care, which include hypodermic needles, syringes, blades, needles with attached tubing, syringes contaminated with bio-hazardous waste, acupuncture needles, and broken glass items such as Pasteur pipettes and blood vials.

2.11.3.11. PCB-containing materials, which include paint and ballasts that contain Polychlorinated Biphenyls (PCB).

2.11.3.12. Photo waste (silver bearing).

2.11.3.13. Industrial-Waste Receptacles. Each facility manager must inspect trash receptacles used to collect industrial-shop waste to ensure they do not contain hazardous waste. Facility managers must ensure that HAZMAT, HAZWASTE and recyclables are not disposed of in trash receptacles and must conduct periodic spot inspections. Retain inspection records IAW the Air Force Records Disposition Schedule Records to document: who performed inspection; when and where the inspection was performed, what was observed; any special occurrences or deficiencies; and photos, if available. Establish an ongoing program to inform all personnel of prohibited materials in the integrated solid waste management (ISWM) stream.

2.11.3.14. Other items considered HAZWASTE include acid and alkaline solutions, ammunition, burning wastes, hot ashes, liquid wastes, radiological wastes, restaurant grease and oil, sewage sludge, water requiring special handling and untreated medical waste.

2.11.3.14.1. Facility managers of dining facilities should ensure that all food preparation personnel **DO NOT dump grease and oil down the sink drains or in trash receptacles**. Grease and oil should be captured in appropriate containers and disposed of as HAZWASTE.

2.12. Grounds and Shrubbery Surrounding Facility. Grounds and shrubbery surrounding the facility will be properly maintained. 30 CES Grounds Maintenance Contract performs limited grounds maintenance which includes pre-identified locations within VSFB main cantonment area. Facilities that are not addressed by 30 CES Grounds Maintenance Contract shall maintain (cut, trim, mow, remove weeds and general housekeeping) a 15' perimeter of the facility. The facility manager is responsible for debris/trash pickup, grounds, shrubbery, planter boxes, flower boxes, parking areas, medians and xeriscape areas surrounding their facility in compliance with VSFB Facilities Excellence Standards. Vegetation that is not maintained for a period in excess of 18 months must have an approved AF 332 or 103 prior to maintenance being done. Facility managers may utilize Government Purchase Card (GPC) or other approved purchase methods to procure equipment to maintain grounds.

2.13. 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.

2.13.1. When facility damage is discovered, the facility manager should report it to the commander (or equivalent) and contact the Security Forces Law Enforcement Desk.

2.13.2. Security Forces will accomplish an incident report for the record and forward a copy to the responsible unit commander.

2.13.3. The facility manager will prepare an AF Form 332 requesting a cost estimate for damages, and have their unit commander sign and forward it to 30 CES Customer Service.

2.13.4. Customer Service will direct the 30 CES Requirements & Optimization Section to do a site visit and formulate a cost estimate, which will be forwarded to the facility manager upon completion.

2.13.5. If the organizational commander has decided to conduct a Report of Survey (ROS) investigation, forward a copy of the findings to 30 CES.

2.13.6. Reimbursement actions will be completed through the ROS process, as identified by the unit charged with the damage.

2.14. Unsanitary Conditions. Facilities found to have excessive litter, overturned trash cans, or loose trash in dumpster enclosures will be deemed in violation of Facilities Abuse requirements.

2.14.1. The facility manager is responsible for ensuring trash cans and enclosures for their facilities are clean and serviceable. Damaged cans and enclosures must be reported to 30 CES Service Contracts.

2.14.2. Procedures for Addressing Unsanitary Conditions:

2.14.2.1. Once identified, a notice for record will be sent to the facility manager and the unit commander. The notice will identify the problem and state that the responsible organization has two weeks from the time of identification to rectify the deficiency.

2.14.2.1.1. Immediate corrective action will be taken by 30 CES, without two-week notice to the responsible organization, if any of the below conditions exist:

2.14.2.1.1.1. At the direction of the installation commander;

2.14.2.1.1.2. At the direction of the Base Civil Engineer;

2.14.2.1.1.3. Situation deemed an imminent hazard (i.e. a hazardous condition exists, hazardous materials have been improperly disposed of, etc.).

2.14.2.2. If the deficiency is not corrected during the two-week timeframe, a corrective action work request will be initiated by 30 CES. 30 CES will be reimbursed by the organization or individual responsible for all expenses to restore the real property. Reimbursement actions will be completed through the ROS process as identified by the unit charged with the damage.

2.14.3. Unsanitary Conditions in Common Use Areas. Units are responsible for corrective measures required at common-use facilities if it is determined the unsanitary situation arose due to negligence and during the time the unit used that facility (e.g. not disposing of trash in the proper dumpsters at Cocheo Park, recreational fields, etc.). Facility managers need to ensure the common area has been cleaned and restored for other personnel or units to utilize.

2.14.4. Facility managers will not be responsible for clean-up of illegal dumping by other units on their facility if the illegal dumping is reported to 30 CES/CEIE before it is reported as a nuisance.

2.14.4.1. If the responsible unit for the illegal dumping can be determined, then the responsible source unit may be allowed 24 hours to take their own corrective actions before billable actions are initiated by 30 CES.

2.15. Record Keeping. It is recommended, but not mandatory, that each facility manager maintain a continuity book, with a chronological record of maintenance and repair work done in the facility. This book would be used as a reference only and will help ensure no duplicate work is being requested. The table below lists the recommended contents of this book. However, you can include additional documentation as necessary.

Table 2.1. Continuity Book.

Tab 1:	General Information
A.	FM Appointment Letter, Training Certificates and SLD 30I 32-1001
B.	Energy Management Guide
C.	ACM/LBP Pamphlet (If Applicable)
D.	Facility Manager's Fire Prevention Checklist
Tab 2:	Suspense copies of AF Form 332s (awaiting Work Request Review Board action)
Tab 3:	Current work orders submitted in eProTools (include the LogID number for tracking)
Tab 4:	Entry log for all emergency service calls
Tab 5:	Key control log for all keys assigned and facility key plot plan (AF 2432, or locally generated equivalent)
Tab 6:	Fixed Ladder inventory and inspection dates
Tab 7:	Fire Prevention
A.	AF Form 1487, Fire Prevention Visit Report; from last two years. See Attachment 9 for the Fire Prevention Checklist
B.	Fire Drill Record, Extinguisher Training, Fire Safety Training
C.	Monthly Fire Extinguisher Inspection and Emergency/Exit Lighting Testing Logs. See Attachment 10 and Attachment 11 for respective inspection logs
D.	Permits, Authorizations, or Waivers
E.	Fire Prevention or Ground Safety-related work orders (AF Form 332s)
Tab 8:	Emergency/Exit Lighting inventory and inspection dates
Tab 9:	ACM/LBP Surveys (If Applicable)
Tab 10:	Emergency response checklists
A.	Force Protection Condition Checklists
B.	SLD 30 Installation Emergency Management Plan 10-2
Tab 11:	Building Evacuation and Shelter-in-place Plans

2.16. Light Bulbs. Facility managers are responsible for overseeing the replacement of light bulbs where fixtures are 10 feet or less above the ground or floor. Anything higher than 10 feet is maintained by 30 CES. Contact 30 CES Customer Service for assistance. Light bulbs can be purchased at building 5500, Base Service Store and by organizations using a Government Purchase Card (GPC). If funds are unavailable at the unit, please contact CE customer service for assistance procuring bulbs.

2.17. Electrical Circuit Panels. Facility managers need to ensure circuit panels are properly labeled on the outside with the shock hazard warning sign per Unified Facility Code (UFC) 3-560-01. FM can submit a work order request to affix the sticker on the panel if found missing. 30 CES will not perform circuit tracing to label each circuit breaker on the electrical panel. This is the facility manager's responsibility.

2.18. Mechanical Rooms. The facility manager should ensure that all mechanical rooms within the facility are kept free of clutter. This includes ensuring that old furniture, decrepit mechanical room components not in use, etc., are disposed of properly and are not being stored in mechanical rooms. 30 CES may keep a small quantity of preventive maintenance materials in the mechanical room (e.g. air-conditioning filters, belts, hoses, etc.), however, these materials should not be in excess, and should be stored neatly and out of the aisle/passageway. Call 30 CES Customer Service if materials being stored by 30 CES are not properly maintained or disposed of after use.

2.19. Customer Service Tracking. In an effort to ensure customers are provided with the best service possible, the 30 CES Customer Service Section has created a Customer Service Survey (see **Attachment 8**). Upon completion of a work order or DSW, facility managers may complete the survey and return it to Customer Service.

2.20. Facility Closeout Procedures. When an organization is vacating a facility and turning it over to another organization for use, the Real Property Management office (30 CES/CEIAP) has procedures that must be followed. Please call 606-4918 for more information.

2.21. Useful Resources for Facility Managers.

Table 2.2. Common 30 CES Phone Numbers.

30 CES Phone Numbers	
Customer Service	606-0010
Customer Service Alt 1	606-3152
Customer Service Alt 2	606-1614
Customer Service Alt 3	605-3073
Damage Control Center (After-Hours Emergencies)	606-1856
Service Contracts	606-2330
Entomologist	606-3235
Readiness & Emergency Management Flight	606-4022
Fire Department (Prevention Office)	606-4680
Explosive Ordnance Disposal Flight	605-1375
Programs Development	606-1932
Installation Management Flight	606-1921

Chapter 3

THE WORKFLOW PROCESS

3.1. Work Categories. In October 2012, Headquarters Air Force implemented an enterprise-wide Civil Engineer Transformation (CET). Program Action Directive (PAD) 12-03 dictated a new CE squadron manpower alignment and ultimately a revised prioritization of work in order to centralize, standardize, streamline, reorganize and enhance efficiency at all levels of the CE enterprise. The new work categories – Self-Help, Direct Scheduled, and Scheduled Enhancement Work – are detailed in the following paragraphs, and depicted in the new Work Prioritization chart in **Attachment 4**.

3.1.1. Self-Help Work. There are many instances where an individual or organization may have the ability and desire to accomplish minor work, themselves. This work can be accomplished through the CE Self-Help program. Facility managers must indicate they desire self-help on the AF Form 332, prior to submitting. The requester must furnish labor and funds from unit resources. Customer Service can provide specific details for self-help work procedures.

3.1.2. Submit an AF Form 332 to Customer Service for approval, prior to initiating work. Upon receipt of a 332, Customer Service will determine if this work is beyond the scope of Direct-Scheduled Work, as defined in **Paragraph 3.1.3** If the work is beyond that scope, it will be forwarded to multiple base agencies for coordination. Once this has been completed, an estimate will be developed, the Work Request will be forwarded to the Work Request Review Board for final approval or disapproval and then routed for completion. The 30 CES process for approval of AF Form 332 is detailed in **Paragraph 3.2** and **Attachment 3**.

3.1.3. Direct Scheduled Work (DSW). A DSW is work that does not require detailed designs, will be completed by 30 CES and is classified as emergency, urgent, or routine-scheduled sustainment work. Facility managers must provide details about the request to Customer Service Controllers to ensure proper job classification.

3.1.3.1. Emergency (Work Priority 1). Work is required to eliminate conditions that are: detrimental to overall mission; life threatening; or, if not corrected, may cause substantial property damage. Emergency work is needed to: provide adequate security to areas subject to compromise, eliminate serious health hazards, prevent serious fire or safety hazards, or protect valuable equipment and property. An emergency will always include, but is not limited to, failure of: major utility, fire protection, or security alarm systems. The following may be designated an emergency: failure of a critical air-conditioning system; loss of heat, water, or gas; or sewers backing up when the entire system is affected. **Emergency work must be called in to 30 CES Customer Service** who will make the final determination of work classification, based on the information provided. Emergency work requests will be completed or secured within 24 hours. Some examples of emergency work requests are below:

3.1.3.1.1. Overflowing commodes or clogged sewer lines. **NOTE:** A single clogged commode in a facility with other functioning commodes is not considered an emergency. In addition, the Facility Manager must use a plunger to attempt to unclog plumbing fixtures prior to calling in a work order.

3.1.3.1.2. Smell of smoke or natural gas.

3.1.3.1.3. Arcing electrical wires.

3.1.3.1.4. Broken water mains.

3.1.3.1.5. Inoperative fire alarm or suppression system.

3.1.3.1.6. Broken windows or doors which must be secured after normal duty hours. A cracked window is not considered an emergency.

3.1.3.1.7. Roof leaks jeopardizing operations or posing substantial loss of government property. If the government property can be moved to prevent water damage, the leak will not be coded an emergency. If possible, move all equipment/furniture, and cover with plastic. For safety reasons, CE personnel will not fix or inspect roof leaks during rain storms.

3.1.3.1.8. Loss of utilities or power to a facility.

3.1.3.1.9. Loss of air conditioning for mission-essential equipment. **NOTE:** Loss of personal-comfort air conditioning will not be termed an emergency.

3.1.3.1.10. Loss of refrigeration for perishable materials.

3.1.3.2. Urgent - Scheduled Sustainment Work (Work Priority 3A). Work that is required to eliminate various high-mission and equipment-sustainment risks, to include unabated risk assessment codes (RACs) 1-3 and fire safety deficiencies (FSDs) 1 & 2, as issued by the Space Launch Delta 30 Safety Office and Fire Department, respectively. **Urgent work must be called in to 30 CES Customer Service** who will make the final determination of work classification, based on the information provided. Examples of urgent scheduled sustainment work are below:

3.1.3.2.1. Loss of an isolated utility in a facility (no power in one or two outlets in a facility, one commode clogged-up with one or more commodes functioning, etc.).

3.1.3.2.2. Isolated roof leaks that are not threatening damage to high-value property, or are not causing safety concerns.

3.1.3.2.3. Cracked windows with potential to break and cause a security problem.

3.1.3.3. Routine – Scheduled Sustainment Work (Work Priority 3B-C). Work that is not classified as emergency or urgent but is required to eliminate medium to low mission and equipment sustainment risks, to include unabated risk assessment codes (RACs) 4 & 5 issued by the Space Launch Delta 30 Safety Office. **Routine work must be submitted via the eProTools Portal**.

3.1.4. Scheduled Enhancement Work (Work Priority 4A-B). Scheduled Enhancement Work requests are for projects that require detailed planning. A planned work order requires the completion of an AF Form 332, and may require the AF Form 103, *Base Civil Engineer Work Clearance Request,* and/or an AF Form 813, *Request for Environmental Impact Analysis,* if applicable. Only facility managers are the authorized to submit an AF Form 332. **Scheduled Enhancement Work must be submitted via the eProTools Portal**.

3.1.4.1. All requests for exterior work must be submitted with a map, showing the exact location of the requested work. A request will not be processed without this map.

3.1.4.2. All work orders that require a completed Form 103, *Base Civil Engineer Work Clearance Request*, must have it coordinated, and approved, before work can begin. This process is explained in **Paragraph 3.3.1**.

3.1.4.3. An AF Form 813, *Request for Environmental Impact Analysis*, may be required prior to work. During initial coordination, the Environmental Element (CEIE) will note whether an AF Form 813 is required. These forms are completed by the organization doing the work (CEO, CEN, etc.). In some cases, the requester may be required to complete this form.

3.2. 30 CES Work Flow Process.

3.2.1. **Attachment 3** shows a flow chart of the basic CE work flow process.

3.2.2. The first input occurs with 30 CES Customer Service, regardless if request is made via phone or submitted on an AF Form 332. The Customer Service Controller will determine how the work request will be handled and the required documentation. If Customer Service determines that the work can be done via DSW, a DSW number will be created and forwarded to the appropriate shop for scheduling.

3.2.3. If the requested work requires detailed planning to complete, the requestor will need to fill out the AF Form 332, and return it to customer service via the eProTools Portal website, at **https://eprotools.eglin.af.mil**. **Attachment 4** provides step-by-step instructions for filling out this form. Customer service will forward this request out to selected base agencies for coordination and planning. They will assign a work order number, and process the request, upon approval at the Work Request Review Board (WRRB).

3.2.4. During the coordination phase, at a minimum the work request will be sent to Comprehensive Planning (CENPL), Installation Management, Fire Department, Safety, Bio-Environmental, Real Property, Facilities Excellence, Service Contracts, and any applicable CE Shop. Each of these Offices of Primary Responsibility (OPRs) will have up to three (3) individuals who are given coordination rights in the eProTools database. This ensures that all work requests are reviewed and coordinated in a timely matter, despite any absence of a primary coordinator. Work-order coordination in the eProTools Portal should take no longer than 30 business days, before the planning and estimation phase.

3.2.5. After the work request is fully coordinated and a cost estimate is completed, it will proceed to the WRRB, which is held monthly and is chaired by the Operations Flight Commander or Lead Civilian. The WRRB is comprised of Operations Flight element chiefs as well as Programs Development, Real Property, and Environmental Element representatives, as required. The function of the board is to evaluate all information provided on the original work request, and determine the method of accomplishment. Not all work requests will be seen at this board. Most work requests can be approved off-line if there are no questions or additional coordination required.

3.2.5.1. The facility manager or representative will be invited to attend, in order to answer questions or to provide additional justification to the WRRB chair. The board determines how best to meet the customers' needs, and approves, disapproves or tables requests for a follow-on review. If a facility manager or representative fails to attend a WRRB where their request is on the agenda, the request will be tabled one time for consideration at the next WRRB. If the facility manager or representative fails to attend the next session, the work request will be cancelled.

3.2.6. Contract Project. If the WRRB determines that a work request is outside the scope of CE in-house capabilities, it will be forwarded to the Engineering Flight Program Development Section (CENPD). A project number will be assigned along with the method of contract and the type of work identified will be used to acquire funding. There are several methods of contract that the Engineering Flight uses to accomplish work. They include working with other construction contracting agencies (e.g. the Corps of Engineers, the Air Force Civil Engineer Center), Simplified Acquisition of Base Engineer Requirements (SABER), Indefinite Delivery/Indefinite Quantity (ID/IQ) and Contract by Requester. The funding time frame will depend on many factors, including size of the project, impact on the mission and if the requester will provide funds. Most projects must be presented at the semi-annual Facility Board chaired by the Space Launch Delta 30 Commander. The Space Launch Delta 30 Commander will approve an Integrated Priority List (IPL). Customers will need to lobby the Facilities Board for funds for their work requests. CENPD conducts the Facilities Board semi-annual cycle, which has its meetings in the March/April and October/November timeframes. Typically, the meetings have two to three preparatory meetings before the Space Launch Delta 30 Commander-chaired Facilities Board. The preparatory meetings review the various funding programs, including Sustainment, Restoration & Modernization (SRM) and Military Construction (MILCON) and provide base customers the opportunity to advocate their facility needs before deputy group commander representatives. Facility managers who need to learn more about the Facilities Board process and schedule can contact the CENPD Chief, at 606-1932.

3.2.7. Contract by Requester. Contract by requester is used when an organization procures its own contractor to accomplish work. CE must review and approve the work before it can begin using the AF Form 332 process. The project will also be closed out with CE using the IWIMS Form 327 that is provided to the requester upon completion of the work. The Form 327 is used to track work order status.

3.2.8. CE Troop Training Project (Work Priority 2B). Per AFI 10-210, *Prime BEEF Program*, Attachment 2, Paragraph A2.1.2., CE is required to accomplish one (1) multi-craft troop training project per 18 months to enhance wartime construction skills. A typical training project is any small-scale renovation or construction project of no less than 500 labor-hours that can be completed in 12 months and includes the mandatory AFSCs listed in the attachment. The shop who will accomplish the majority of the work will be assigned as the lead.

3.3. Work Clearance.

3.3.1. When work will or has the potential to interrupt base utilities, disrupt traffic flow, interrupt airfield operations, disturb asbestos or present other hazards, an AF Form 103 is required prior to work being started. Examples include, but are not limited to, excavation or any other penetration of the ground surface; demolition; work on or near roads or airfield; large projects; and new construction. The work clearance process is required for two reasons: 1) To protect VSFB's most valuable resource—its people; and 2) To prevent damage to VSFB's utility infrastructure. Coordinating agencies can also request an AF Form 103 be completed as notification for when work is about to begin. CE Customer Service maintains a list of all required organizations and contacts for coordination of the AF Form 103.

3.3.1.1. The requester (i.e. individual, organization or contractor accomplishing the work) is responsible for completing the AF Form 103. If this requirement is ignored and damages are incurred, all costs for repairs will be charged to the responsible party.

3.3.1.2. The work clearance request is processed prior to the start of the work. If delays are encountered and the conditions at the job site change, the work clearance request must be reprocessed.

3.3.1.3. Work Clearance Requests must be signed and approved by the Operations Flight Commander (30 CES/CEO) or Lead Civilian (CEO-1) or their representative. Before starting work, the person carrying out the excavation must physically be in possession of a valid AF Form 332, AF Form 103 and AF Form 813 (if required). An exception to this rule applies to DSW work, which does not require an AF Form 332 to process an AF Form 103. Plans must identify underground services, utilities and environmental concerns in the area. The clearance will remain valid for up to one (1) year from the date of final approval. The approving official may reduce this time period on a case-by-case basis. For work around base-owned utilities, a clearance is only valid for six (6) months. If a non-base-owned utility is affected, the requester must contact the Underground Service Alert (USA) at 811 every 14 calendar days if excavation continues beyond 14 days.

3.3.1.4. Excavations/Penetrations of Ground Surface. An approved Work Clearance Request is required for any interior or exterior excavation or penetration of the ground surface, regardless of depth. This type of clearance requires marking underground utilities in the area of excavation or penetration. Organizations involved include 30 CES Operations (electrical and gas), American Water (water and sewer), Air Force Element Launch Communications (fiber), commercial providers (cable television, natural gas, electrical, water) and Installation Management, among others.

3.3.1.5. The requester is responsible for clearly identifying the planned excavation or ground penetration prior to organizations coming out to mark utilities. The requester is also responsible for maintaining markings.

3.3.1.5.1. Planned excavations or ground penetrations must be marked IAW USA guidelines using the appropriate color-coded, chalk-based paint or colored or flagged stakes. Color-code for marking underground utility lines: Red – Electric, Yellow – Gas/Oil/Steam, Orange – Communication/CATV, Blue – Water, Green – Sewer, Pink – Temporary Survey Markings and White – Proposed Excavation Boundaries.

3.3.1.5.2. If an unmarked utility is located, the excavator will immediately stop work and notify the utility representative. If any utility is damaged, the excavator must immediately notify 30 CES Customer Service and the agency that owns the utility, providing the location, type of utility damaged (if known), extent of damage and the name and phone number where the excavator can be reached. For gas, call 911.

3.3.1.5.3. The excavator must contact Underground Service Alert to renew any non-base-owned utility markings in the field and must report any renewal information to a customer service representative.

3.3.1.5.4. Unless otherwise stated in Government contract documents or by the responsible organization, the excavator shall hand dig within five (5) feet on either side of the marked utility.

3.3.1.5.5. Power equipment may be used (where utilities are noted) to remove existing pavement or floor surface if it has been determined that there are no utilities in the pavement or floor.

3.3.1.6. If the utility is not found after hand excavating 60 inches on each side of the mark indicating the utility location, the excavator will contact the appropriate utility representative for a more precise location. If the utility still cannot be found, the excavator may proceed cautiously, under advisement of the utility owner (**Note:** The 60 inch boundary does not apply to depth, the excavator will be held liable for any damage to utilities within the marked area).

3.3.1.7. Aircraft or Vehicular Traffic Interruptions. If proposed work interrupts traffic, either aircraft or vehicular, a work clearance must be sought. Road closures and traffic pattern modifications must be coordinated through Mission Engineering (CEOR), at 606-3809 and SLD 30 Public Affairs for base-wide notification. Contact Public Affairs at 606-3595, for more details. Any work near the airfield that could impact air operations must be coordinated through Base Operations.

3.3.1.8. Fire and Intrusion Alarm Interruptions. Any work with the potential to affect fire alarm systems will be coordinated with the Fire Department (606-4680) and Alarm Shop (606-8211) representatives. Any work with the potential to affect intrusion alarm systems will be coordinated with 30 SFS (606-1702) and Alarm Shop representatives.

3.3.1.9. Interior/Exterior Environmentally Sensitive Work. Any work which will include demolition, HAZMAT abatement or the potential to disrupt vegetation, wildlife, wildlife habitat, archaeological sites, HAZMAT and electrical, HVAC (or other interior utilities) must be coordinated through the Comprehensive Planning Section (30 CES/CENPL) and Environmental Compliance Element (30 CES/CEIE).

3.3.1.10. Removal of Temporary Facilities. Demolition projects, to include removal of temporary facilities, require notification to the Air Pollution Control District (APCD). If the temporary facility meets the below criteria, the APCD can treat the temporary facility as a unit exempted from notification. The APCD requires an email or written statement, attesting to the below criteria prior to the temporary facility being moved. The 30 CES Installation Management Flight is the point of contact for these notifications. If a facility is thought to be covered by this exemption, please contact 30 CES/CEIE. Exception criteria:

3.3.1.10.1. It must have been on-site less than one (1) calendar year;

3.3.1.10.2. It is a single unit and not a double-wide or multiple units;

3.3.1.10.3. It has a trailer tongue and wheels or it is being "moved," not actually demolished or burned; or

3.3.1.10.4. It has not been placed onto a permanent foundation.

Chapter 4

FACILITY CLOSURE/TURN-IN PROCEDURES

4.1. Introduction To Facility Turn-In.

4.1.1. By assignment, the Facility Manager is ultimately responsible for the facility, for notifying CES in writing of the using organization's intent to vacate the facility and for completing a facility turn-in/closure checklist for each building they manage. Obtain a checklist for each facility you manage from the SLD 30 Self-Inspection web page. For buildings with multiple occupants, each occupant is generally required to complete all applicable transfer actions for their portion of the facility. An early departing co-occupant may turn the space over to the remaining building manager without completing a checklist if the building manager agrees to include that space on the final clearance letter.

4.1.2. The last organization to vacate the facility has the final responsibility for cleanup. The keys to the facility may then be turned over to CES. CES will not accept keys until the final clearance letter has been completely signed off by all functional areas.

4.1.3. Facility managers submit a notice of intent to vacate to the Real Property Office (30 CES/CEIAP).

4.2. Civil Engineering Procedures.

4.2.1. Provide 30 CES Real Property Office (30 CES/CEIAP) written notice of intent to vacate or transfer the facility. Upon notification, the Real Property office will schedule a facility inspection. The Real Property manager will inform facility managers of any issues that must be resolved prior to final turn-in of the facility.

4.2.2. Submit direct scheduled work (DSW) orders or AF Form 332, *Base Civil Engineer Work Request*, to CE Customer Service to correct any discrepancies in the structure or infrastructure. Notify the Real Property office when all discrepancies have been resolved.

4.2.3. Coordinate with 30 CES for the appropriate termination of or transfer to the new owner of electric, gas, water, trash pickup, HVAC and any other services provided to the facility. This is of particular importance when a building is to be vacated without a new owner identified or if the building is to be demolished.

4.2.4. Where the facility may contain confined spaces, ensure that appropriate signs remain posted and that the access is securely locked.

4.2.5. Contact the Service Contract Section (30 CES/CEOES) to ensure that services such as office cleaning, grounds maintenance, etc., are properly terminated or transferred.

4.2.6. Contact the 30 CES Environmental Element (CEIE) and schedule a time for a site visit. The facility will not be accepted if hazardous materials are present.

4.2.6.1. Turn-in hazardous materials and dispose of hazardous waste through the unit environmental coordinator. Issues important to 30 CES/CEIE are requirements of the environmental impact analysis, closing of hazardous materials accounts at the Base Pharmacy, turn in of any air or effluent permits and electric vehicles.

4.2.6.2. Turn in hazardous waste to the Consolidated Central Accumulation Point (CCAP).

4.2.6.3. Turn in all environmental records associated with the facility to 30 CES/CEIE. Make certain that the facility history includes all tasks and/or processes that were accomplished within the building.

4.2.6.3.1. Housekeeping is an important issue during facility use and during the transfer process. Ensure that the following items are removed prior to turn-in/transfer:

4.2.6.3.1.1. Soaps or powders in paper or cardboard containers.

4.2.6.3.1.2. Small flammables like cleaners, lighter fluid, lubricants, cigarette lighters, propane tanks, etc.

4.2.6.3.1.3. Unsealed containers with spillable contents or residue.

4.2.6.3.1.4. Unlabeled containers with spillable contents including water or residue.

4.2.6.3.1.5. Batteries not in use (new or used).

4.2.6.3.1.6. Poisons like ant, wasp, mosquito, etc.

4.2.6.3.1.7. Aerosol cans of any type.

4.2.6.3.1.8. Medications like aspirin and ointments

4.2.7. Operating fluids like lubricating and preservation oil can remain in equipment. Process fluids like solvents and chemicals must be removed, leaving no residue.

4.2.8. Check all areas of vacated facilities, including but not limited to closets, storage lockers, desks, sinks, under sinks, work benches, bathrooms, immediate area outside buildings (within 10 feet minimum), outside areas and yards associated with the building, crates, boxes and ensure trash cans are empty.

4.2.9. Questions may exist as to what constitutes environmental records. These items are environmental records:

4.2.9.1. All records for devices or process requiring air permits, such as paint booths and abrasive-blasting booths.

4.2.9.2. Logs and checklists associated with any initial hazardous waste accumulation point or an accumulation site.

4.2.9.3. Spill plans, when required for a building, are considered environmental records.

4.2.9.4. Any documented hazardous material/waste handling.

4.2.9.5. If unsure, contact 30 CES/CEIE.

4.2.10. 30 CES Fire Protection Flight (30 CES/CEF) will not collect fire extinguishers as part of the facility closeout/turn-in. All fire extinguishers should be left with the facility. For any questions regarding fire extinguishers or facility fire suppression systems, contact 30 CES/CEF and they will inform facility managers of any fire protection actions necessary.

ANTHONY J. MASTALIR, Colonel, USSF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-10, *Installations and Facilities*, 19 July 2020

AFI 32-1001, *Operations Management*, 03 October 2019

AFI 10-210, *Prime Base Engineer Emergency Force Program*, 08 July 2019

AFI 33-322, *Records Management and Information Governance Program,* 22 March 2020

AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 10 December 2018

30SW *Facility Manager Energy Conservation Handbook*

30SW Plan 32-7041-A, *Wastewater Management Plan*, Appendix 11

AFMAN 32-1067, *Water & Fuels Systems*, 04 August 2020

30SWI 32-2001, *Fire Prevention Program*, 14 November 2017

AFSPCMAN 91-710V5, *Range Safety User Requirements Manual, Volume 5 – Facilities, Structures and Reusable Launch Vehicle/Re-entry Vehicle Operation Location Requirements*, 22 February 2018

Adopted Forms

AF Form 103, *Base Civil Engineer Work Clearance Request*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 592, *USAF Hot Work Permit*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1297, *Temporary Issue Receipt*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 2432, *Key Issue Log*

AFTO Form 36, *Maintenance Record for Security Type Equipment*

DD Form 1569, *Incident/Complaint Report*

Abbreviations and Acronyms.

ACM—Asbestos Containing Material

BCE—Base Civil Engineer

BPA—Backflow Prevention Appliance

CAP—Centralized Accumulation Point

CED—Explosive Ordnance Disposal Flight

CEF—Fire Protection Flight

CEI—Installation Management Flight

CEN—Engineering Flight

CEO—Operations Flight

CEOER—Requirements & Optimization (Customer Service & Planning)

CEX—Readiness and Emergency Management Flight

DSW—Direct Scheduled Work

DTG—Discharge to Grade

EAP—Emergency Action Plan

FB—Facility Board

FPCON—Force Protection Condition

GPC—Government Purchase Card

GSA—Government Supply Agency

HAZMAT—Hazardous Material

ID/IQ—Indefinite Delivery/Indefinite Quantity

LBP—Lead Based Paint

MILCON—Military Construction

PWS—Performance Work Statement

PMU—Production Management Unit

RPIE—Real Property Installed Equipment

SABER—Simplified Acquisition of Base Engineer Requirements

SOW—Statement of Work

SRM—Sustainment, Restoration & Modernization

UCC—Unit Control Center

WRRB—Work Request Review Board

Attachment 2

SAMPLE FACILITY MANAGER APPOINTMENT LETTER

A2.1. Sample Facility Manager Appointment Letter.

Figure A2.1. Sample Facility Manager Appointment Letter.

CONTROLLED UNCLASSIFIED INFORMATION

Date

MEMORANDUM FOR 30 CES/CEOER

FROM: Unit/CC

SUBJECT: Facility Manager Appointment – Building XXXX

1. The following personnel are designated as Real Property Facility Managers:

Building Number	Pri/Alt Name	Rank	Office Symbol	Duty/Home Phone	E-mail Address

* Facility managers are assigned as either primary or alternate. An organization can assign as many alternates as the commander feels is necessary, but there will only be one primary for each facility.

Primary Signature/Date: _____

Alternate Signature/Date: _____

2. This memorandum supersedes all previous versions, same subject.

3. PRIVACY ACT INFORMATION - The information in this memorandum is CONTROLLED UNCLASSIFIED INFORMATION (CUI) and must be protected in accordance with the Privacy Act and DoD Instruction 52000.48.

Signature Block
Squadron Commander or Equivalent

Controlled by: USSF
Controlled by: (Office Symbol)
CUI Category: General Privacy
Dissemination Control: Basic
POC: Name/Phone Number_____

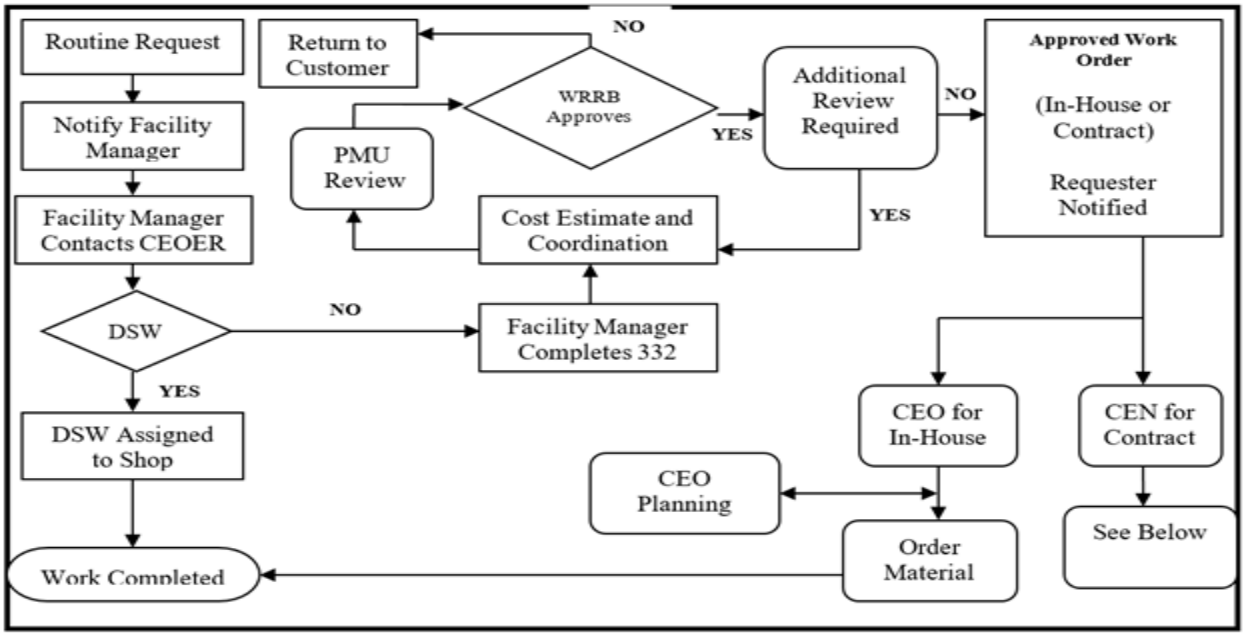
CONTROLLED UNCLASSIFIED INFORMATION

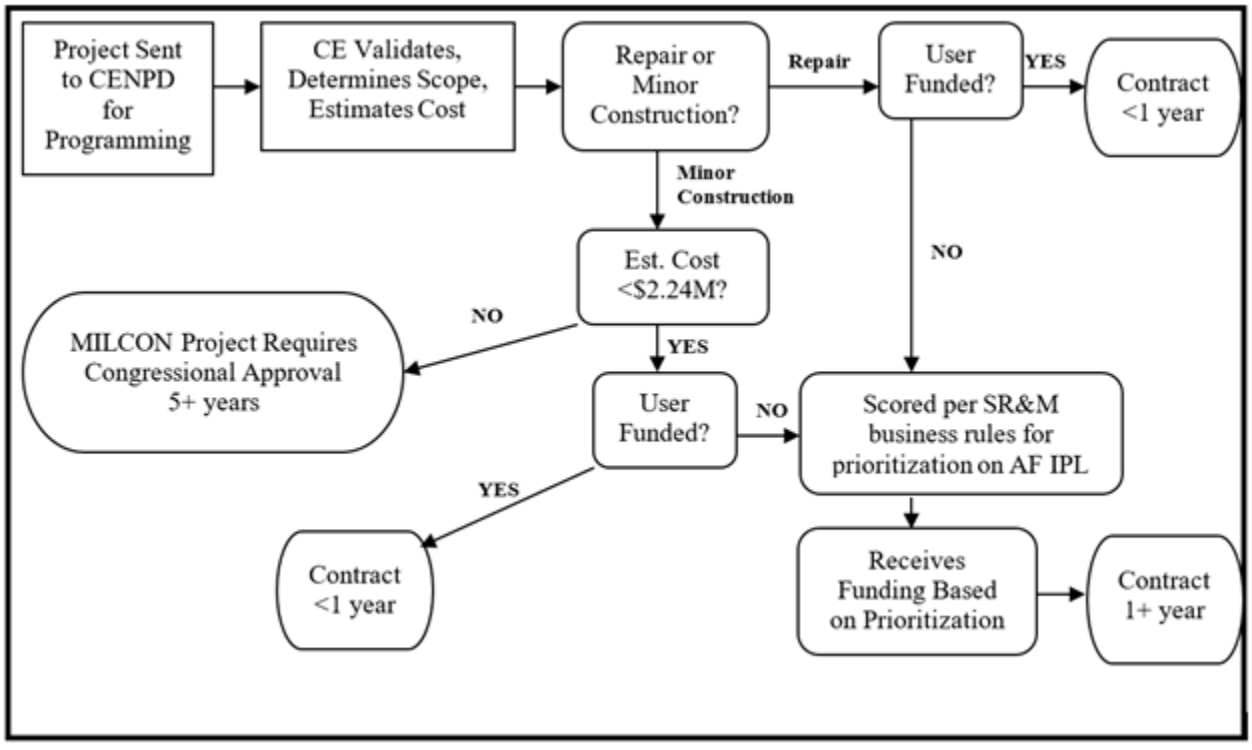
Attachment 3

30TH CIVIL ENGINEER SQUADRON WORK FLOW PROCESS.

A3.1. 30th Civil Engineer Squadron Work Flow Process.

Figure A3.1. 30th Civil Engineer Squadron Work Flow Process.





Attachment 4

INSTRUCTIONS FOR THE COMPLETION OF AF FORM 332

A4.1. Instructions for the Completion of AF Form 332.

Table A4.1. AF Form 332 Instructions.

The document, used by the Base Civil Engineer to accept work requests, is the AF Form 332, *Base Civil Engineer Work Request*. Below are some hints that will help the requestor complete this form.	
Block	**Action Required**
Section I – To Be Completed by Requestor	
Block 1	Organization of Requestor
Block 2	Office Symbol of Requestor
Block 3	Date submitted request to CE
Block 4	For BCE Use Only
Block 5	Name and phone number of individual requesting the work
Block 6	Date that the work request should be completed (NOTE: Completing this block will help CE understand the urgency of the requirement. Please provide supporting justification in Block 9. By the requestor filling out this block, it does not imply that CE will complete the work by this date)
Block 7	Enter the building or facility number of where the work is being requested
Block 8	Enter a detailed description of what work is being requested. It is imperative that the requester add as much detail as possible. The better description of work provided, the better CE will be able to meet customer needs. Attach any sketches, plans, diagrams, specifications, photographs, maps and any other information that would provide a complete description of location and scope of work
Block 9	State the justification of the work required. If the work is required to clear a safety write-up (or any other type of write-up) include a copy of that write-up
Block 10	Indicate any resources the organization will donate or furnish
Block 11-13	The requesting squadron/unit commander will provide their information and sign as the requestor for all work requests for facility type projects. The individual requesting infrastructure projects can sign as the requestor. Examples of infrastructure projects include work to the heating/cooling/ventilation system, electrical systems, or water/sewer system, work to fix a safety or fire inspection write-up, etc. In many instances, customers will be directed to request this work by someone from an outside organization. These are the typically work requests that directly impact the mission, life of facilities or health and well-being of building occupants

Block 14	Coordination blocks must be signed by Environmental (30 CES/CEIE), Ground Safety (SLD 30/SEG), Fire Protection (30 CES/CEF), Bio-Environmental Engineering (30 MDOS/SGOAB), and Comprehensive Planning (30 CES/CENPL).
Section II/III/IV – For BCE Use Only	

Attachment 5

CE WORK PRIORITIZATION.

A5.1. CE Work Prioritization.

Figure A5.1. CE Work Prioritization.

Work Pri	Work Classification	Definition	Remarks	Examples
1	Emergency Work	• **All/Only Unscheduled (24 hrs)** • Needed to sustain/ensure continued mission operations • "Don't go home" type work until emergency is mitigated/fixed	• Work ONLY to fix the emergency/sustain service • Prioritize remainder accordingly • Performed in ALL facilities (all tiers/priorities)	• Water, Elec Outages, No A/C & Heat etc. • Imminent Life/Health/Safety • Post storm damage repair • Broken Stop Sign at major intersection • Sweep intersection following vehicle accident • Roof leak directly impacting facility mission
2A	Preventive Maintenance (PM) Physical Plant Operations	• Right-sized PM (right work/frequency) • Risk based PM • Operations and maintenance of base utility plants	• Number one area of direct hours to be scheduled by the Operations Flight • Same priority as PM	• HVAC feeding RAPCON Scopes gets PM to sustain, while HVAC at RAPCON feeding office space minimal maintenance • Ex. Water & waste, HVAC, exterior electric, power, liquid fuels, and alarms
2B	Contingency Construction Projects (CCPs)	• TTPs will be Multi-craft W/Os • TTPs infused to meet AFI 10-210 requirements	• CCPs needed to sustain ECS/ACS skill sets/capabilities (mil/civ) • Once Identified, CCPs will be coded in Tririga for tracking	
3 A (High)	Scheduled Sustainment Work Corrective Maintenance (CM)	• High Mission/Equip Sustainment Risk • RAC 1-3 (Unabated) • FSD 1 & 2 • High Return on Investment (ROI) CM	• Not ALL work in an tier 1 and 2 are supporting the MDI mission set (ex, office space) • Alleviate RAC/FSD then reprioritize remainder of work if needed • 1st priority is work centered around installations primary mission • Analysis to determine PM go/no-go, root cause of poor asset performance, and CM payback will be executed by Operations Engineering using standard data sets, procedures, and reporting.	• Rpr Elec circuit to avionics test station • HVAC feeding RAPCON radar equip room • RPIE GenSet feeding NAVAIDs • Rpr door closure in AFRL Laboratory • Repair broken fire detection sys in CDC • Street Lighting (at intersections) • Perimeter Fencing
3B (Med)	Scheduled Sustainment Work (CM)	• Medium Mission/Equip Sustainment Risk • RAC 4 and 5 (Unabated)	• Same concept as Pri 3 A work but at slightly lower category/mission dependency • Not intended to substitute for projects not scoring well on the IPL	• HVAC at RAPCON feeding office space • Admin Facility • Base Gym • NCO Professional Development Center
3C (Low)	Scheduled Sustainment Work (CM)	• Low Mission/Equip Sustainment Risk • RAC 4 and 5 (Unabated)	• Same concept as Pri 3 B work but at slightly lower category/mission dependency • Not intended to substitute for projects not scoring well on the IPL	• Rpr broken window in Club • Road/Parking signs NTSB driven reqmt etc. • Warehouse Space • Bowling alley • Auto Hobby Shop
4A	Scheduled Enhancement Work	• Work defined and prioritized by base • Work that does not contribute to sustainment sustain/ensure continued mission operations	• Incorporates Wing/CC priorities specific to local mission/issues • Work can be accomplished via contract/Saber and "funded by others"	• Replacement of carpet or ceiling tiles • Lighting upgrades • Installation of electrical outlets
4B	All other Enhancement Work	• Work that does not contribute to sustainment sustain/ensure continued mission operations	• Work can be accomplished via contract/Saber and "funded by others" • Not intended to substitute for projects not scoring well on the IPL	• Irrigation systems • Parking Signs • Static Displays • Building Signage • Air Shows • Ornamental Landscaping • Marquees

Attachment 6

SHELTER IN-PLACE ACTION PLAN

A6.1. Shelter in-Place Action Plan.

Figure A6.1. Shelter in-Place Action Plan.

The most up-to-date Facility Managers Emergency Action Plan can be found by completing the following

1. Click on Facility Managers Emergency Action Plan (.pdf file) Open Internet
2. Type in https://usaf.dps.mil/sites/afspc-30sw/30MSG/30CES/CEX/SitePages/Home.aspx on your address bar
3. Click on EM Rep Program (On the Left Side Under Documents)
4. Click on VSFB EM Program Information
5. Click on Shelter-in-Place and Active Shooter Guidance (Folder)
6. Any/All PDFs are available for distribution

Attachment 7

RECOMMENDED FACILITY INSPECTION CHECKLIST.

A7.1. Monthly.

A7.1.1. **Facility Exterior.**

A7.1.1.1. Mechanical rooms, dumpsters and enclosures clean and free of debris

A7.1.1.2. Grounds and shrubbery are properly maintained

A7.1.1.3. Doors, windows and locks operate correctly

A7.1.1.4. Exterior lights operating correctly

A7.1.1.5. Overall condition of facility structure (roof, protective coatings, etc.)

A7.1.1.6. Potential safety hazards

A7.1.2. **Facility Interior.**

A7.1.2.1. Door and window locks operating properly

A7.1.2.2. Sinks, toilets, fountains free of leaks

A7.1.2.3. Light fixtures operating properly

A7.1.2.4. Thermostats set properly (78 degrees summer, 68 degrees winter)

A7.1.2.5. Fire extinguishers properly mounted and inspected

A7.1.2.6. Overall condition of facility (carpets, wall coverings, ceiling tiles, etc.)

A7.1.2.7. Potential safety hazards

A7.2. Annually.

A7.2.1. Audit key issue log for accuracy

A7.2.2. Inspect fixed ladders for damage and corrosion

A7.2.3. Review AT/FP plans

A7.2.4. Review Emergency Action Plans (CEMP 10-2, CRP 10-211, etc.)

A7.2.5. Review facility managers continuity book (optional) for accuracy

A7.2.6. Coordinate with Unit Emergency Management Representative(s) and complete an inspection of all assigned Shelter-in-place kits

Attachment 8

CUSTOMER SERVICE SURVEY

A8.1. Customer Service Survey.

Figure A8.1. Customer Service Survey.

Vandenberg SFB, California

Customer Service Survey
In order to determine the quality of service provided to you, our valued customers, we request that you complete the following questionnaire pertaining to the work described. To complete the questionnaire please fill in the requested information, then circle the appropriate response to the questions using the following scale:

(1 = Poor, 5 = Outstanding)

Description of Work Performed:_____

_____

Work Order #: _____ **Bldg #:** _____

Quality of Work:	**5**	**4**	**3**	**2**	**1**	**N/A**
Courtesy of Craftsmen:	**5**	**4**	**3**	**2**	**1**	**N/A**
Overall Service Provided:	**5**	**4**	**3**	**2**	**1**	**N/A**

Comments (optional):_____

_____

_____

If you would like us to contact you, please provide the following information:

Name:_____

Organization: _____ Duty Phone Number: _____

Please send completed questionnaire by fax at 805-605-1471, or mail to the following address:

30 CES/CEOER, Attn: Customer Service
1172 Iceland Ave, Building 11439
Vandenberg SFB CA 93437

Attachment 9

FACILITY MANAGER'S FIRE PREVENTION CHECKLIST

A9.1. Facility Manager's Fire Prevention Checklist.

Figure A9.1. Facility Manager's Fire Prevention Checklist.

Vandenberg SFB Fire & Emergency Services Flight Facility Manager's Fire Prevention Checklist					
SECTION 1: BUILDING INFORMATION					
Building Number:	Facility Manager:	Unit**:**	Date:		
SECTION 2: FIRE EVACUATION PLAN					
			YES	NO	N/A
Has a fire evacuation plan been developed?					
Was the plan developed I.A.W. the guidance provided in AFI 91-203, Chapter 6?					
Primary/secondary assembly points determined/briefed to all occupants; assembly location shall be located at least 75' away from the building?					
Were the plans coordinated with and approved by the Risk Management Office?					
Is the fire evacuation plan posted in the required location/s?					
Have all assigned personnel been trained in the evacuation procedures?					
Are procedures and equipment in place for assisting physically/mentally impaired personnel?					
Has an exercise been coordinated with the Risk Management Office and conducted within the last 12 months?					
Has a recent fire evacuation exercise (annual) implementing the plan been conducted and documented?					
Has a copy of the fire evacuation drill report been sent to the Risk Management Office?					
SECTION 3: TRAINING					
			YES	NO	N/A
Has the supervisor/facility manager briefed all personnel on the fire evacuation plan?					
Have the occupants/employees been trained in fire prevention procedures IAW AFI 91-203 Chapter 6?					
Have the occupants/employees been trained in proper fire reporting procedures; e.g. dial 9-1-1?					
Have the occupants/employees been trained in proper fire evacuation procedures?					
Have occupants/employees been trained to use portable fire extinguishers?					

Have they been trained to use any specialized manually activated fire suppression system/equipment?			
Have Crowd Control Manager been identified and trained by the Risk Management Office for Public Assembly facilities?			
SECTION 4: EXITS & EGRESS			
	YES	NO	N/A
Are exit signs working properly and has the required monthly test been performed and documented?			
Are emergency lights working properly and has the required monthly test been performed and documented?			
Are exits clear and unobstructed?			
Are "ALL" marked and required exit doors unlocked whenever the facility is occupied and/or open for business?			
Are interior stairwells and staircases completely clear and free of all storage, equipment, vending machines, etc…?			
Are all doors into stairwells fire rated and not equipped with devices to lock/block door open?			
Are exit doors unlocked and accessible?			
Is the proper aisle space maintained between rows of merchandise, storage racks, piles, etc.?			
SECTION 5: VEHICLES & PARKING			
	YES	NO	N/A
Is there 15 ft. of clearance on all sides of fire hydrants, fire department sprinkler system connections, post indicator valves, etc..?			
Are fire lanes clear and unobstructed?			
Ensure no vehicles park or stop in a fire dept. access lane to load or unload cargo or passengers?			
SECTION 6: FLAMMABLE & COMBUSTIBLE LIQUIDS			
	YES	NO	N/A
Are flammable/combustible liquids properly stored in approved containers, cabinets, and locations?			
Are flammable/combustible liquid containers properly labeled as to contents?			
Is the amount of flammable/combustible liquids total less than 120 gallons per			
Are there 3 or fewer cabinets in a single location?			
Are hazardous materials stored properly?			
Are incompatible items stored separately?			
Are portable containers properly labeled as to contents?			
SECTION 7: FIRE DOORS			
	YES	NO	N/A
Are fire doors kept closed?			
Do fire doors automatically close and latch?			

Are the UL labels indicating a fire door and the rating unpainted, undamaged and clearly visible?			
Fire doors are not blocked open or equipped/installed with manual hold open devices (door stops)?			
Are fire doors that are required to be held open equipped with magnetic hold open devices tied to the fire alarm system?			
SECTION 8: ELECTRICAL			
	YES	NO	N/A
Are extension cords/electrical outlets overloaded?			
Are extension cords being used properly (not daisy chained)?			
Are there any damaged electrical cords, appliances, outlets, plugs?			
Are all high powered/high amperage/high wattage appliances plugged directly into an outlet?			
Are unnecessary electrical appliances turned off each day prior to COB?			
SECTION 9: HOUSEKEEPING			
	YES	NO	N/A
Are proper housekeeping practices being followed?			
Is used charcoal properly disposed of by thoroughly wetting it before placing it in a trashcan or dumpster?			
Are clothes dryer vents clean, properly vented and free of lint?			
Are dryer vent hoses properly attached and in good working order (No holes, kinks, or excess hose)?			
Is all trash removed from the facility at least daily before COB?			
Are dumpsters placed at least 10 feet from the facility, and are their lids closed?			
Is the egress path clear, free of obstructions, combustibles (trash containers, recycling bins)?			
Are stairwells clear (of everything, storage, recycling bins, trash containers, vending machines, etc.…)?			
SECTION 10: SMOKING			
	YES	NO	N/A
Does the facility a designated smoking area/s?			
Are "Butt Cans" UL approved for the disposal of smoking materials?			
Is smoking being done only in approved areas?			
Are butt cans emptied daily prior to COB (or more often if required)?			
SECTION 11: HEATING APPLIANCES			
	YES	NO	N/A
Are portable space heaters UL listed?			
Are all space heaters equipped with the automatic tilt shut-off switch?			

Are space heaters plugged directly into an outlet, and is it the only appliance plugged into a single outlet?			
Do all heating devices have a 18 in clearance between them and combustible storage/items?			
Are all heating appliances turned off prior to COB?			
SECTION 12: STORAGE			
	YES	NO	N/A
Is there a minimum of 18 inches of clear space between a sprinkler head, smoke/heat detectors and stored items?			
Nothing is being stored on or under stairs or in stairwells?			
Are internal combustion engine power "small engine" equipment stored properly I.A.W. AFI 91-203?			
Nothing is being stored in mechanical rooms?			
Are storage areas neat and clean?			
Is mechanical rooms locked as to not allow unauthorized entry?			
SECTION 13: FIRE EXTINGUISHERS			
	YES	NO	N/A
Are all hand held portable fire extinguishers either properly mounted to the wall, or installed in a wall mounted cabinet?			
Are all hand held portable fire extinguishers clearly visible?			
Do all hand held portable fire extinguishers have 18 inches of clearance on all sides?			
Are fire extinguisher visual inspected monthly to ensure in good working order, e.g. check for corrosion, physical damage, blocked nozzles, obstructions?			
Has a certified fire extinguisher technician inspected and tagged every extinguisher within the last 12 months?			
Have extinguishers been signed off the monthly inspection tag or some other tracking mechanism?			
Is the extinguisher position so that the label/operating instructions/pressure gauge are visible?			
Is the safety pin and seal in place?			
Is the annual maintenance inspection tag properly located on the backside of the extinguisher?			
SECTION 14: FIRE PROTECTION SYSTEMS/FEATURES			
	YES	NO	N/A
Can the system be manually activated, and if so, have the facility occupants been training on how to activate the system and what to expect?			

Are sprinkler systems risers, post indicator valves, backflow preventers secured to prevent tampering?			
Is the fire alarm control panel secured?			
Is a 36 inches clear zone established around the fire alarm control panel?			
SECTION 15: COOKING OPERATIONS & APPLIANCES			
******ONLY REQUIRED IN FACILITIES THAT COOK******	YES	NO	N/A
Is facility used for commercial cooking provided with a system to remove smoke and grease-laden vapors?			
Is the smoke and grease laden vapor removal systems protected by automatic fire suppression systems?			
Have the wet/dry chemical fire suppression systems received the semi-annual inspection/maintenance?			
Did the contractor provide the facility manager with a copy of the inspection/maintenance report?			
Are the filters and hoods cleaned at least daily, with thorough cleaning of hood and exhaust ducts at least semi-annually or more depending on use?			
Did the contractor provide the facility manager with a copy of the cleaning/inspection report?			
Was a copy of the report provided to the fire prevention office?			
Do the occupants empty the grease traps daily (or more often if required)?			
Are hood and duct system filters in place while cooking?			
Does the exhaust system fan operate continuously while cooking?			
Are cooking operations halted whenever exhaust fans are inoperative?			
Are deep fat fryers equipped with a primary thermostat of 400 degrees F and a secondary thermostat of 475 degrees F?			
If capable of being tested, is each fryer affixed with a metal tag indicating the results of the annual test?			
Did the contractor provide the facility manager with a copy of the test report?			
If not capable of being tested does the facility manager have documentation from equipment manufacturer indicating the device is exempt from being tested?			
Does each fryer have a tight fitting metal cover, either installed or readily available?			
Is each piece of cooking equipment properly positioned under and protected by a fire suppression system nozzle?			
Are all cooking operations/devices constantly monitored when in use?			
Are all residential cooking appliances used in non-residential settings protected in the same manner as commercial appliances?			

Attachment 10

FIRE EXTINGUISHER INSPECTION RECORD

A10.1. Fire Extinguisher Inspection Record.

Figure A10.1. Fire Extinguisher Inspection Record.

FIRE EXTINGUISHER INSPECTION RECORD													
Extinguishers		CIRCLE YEAR: 2021 2022 2023 2024 2025											
Location	Serial Number	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Attachment 11

EMERGENCY/EXIT LIGHTING INSPECTION RECORD

A11.1. Emergency/Exit Lighting Inspection Record.

Figure A11.1. Emergency/Exit Lighting Inspection Record.

EMERGENCY/EXIT LIGHTING INSPECTION RECORD												
Lights	CIRCLE YEAR: 2021 2022 2023 2024 2025											
Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Attachment 12

FIXED LADDER INSPECTION CHECKLIST

A12.1. Fixed Ladder Inspection Checklist.

Figure A12.1. Fixed Ladder Inspection Checklist.

Fixed Ladder Inspection Checklist

Ladder Location (Building & Room #):_____

Inspection Task	Discrepancies found? List then check	Yes / No		If yes, describe location / extent
1) Inspect for loose, worn, or damaged rungs/side rails				
2) Inspect for damaged or corroded handrails/brackets on platforms				
3) Inspect for deteriorating masonry or siding where the fixed ladder is anchored				
4) Inspect for loose or damaged carrier rails or cables				
5) Inspect for cracked, rusted, or damaged welds				
6) Inspect for any surface rust				
7) Tighten or replace loose, damaged, or missing bolts, rivet heads, hardware				
8) Annotate additional discrepancies and comments below. **Submit work request through eProTools portal to 30 CES customer service for ladder repairs/replacement IAW AFI 91-203 7.3.2.1 and Facility Manager's guide 30 SWI 32-1001.**				

Additional Comments / Discrepancies :_____

_____

_____

_____

_____

_____

_____

Inspector: Date Inspected:

Attachment 13

30TH CIVIL ENGINEER SQUADRON OVERVIEW

A13.1. Operations Flight (CEO). The bulk of day-to-day facility work is accomplished by an in-house work force known as the Civil Engineer Operations Flight. CEO operates, maintains and repairs real property facilities and infrastructure. CEO is comprised of five elements and roughly 12 shops of maintenance mechanics, locksmiths, woodcrafters, carpenters, electricians, plumbers, heating and air-conditioning technicians, heavy-equipment operators and generator technicians.

A13.1.1. Operations Engineering Element (CEOE). CEOE oversees the Requirements & Optimization (CEOER), Material Acquisitions (CEOEM), Service Contracts (CEOES), Vandenberg Recycling Center and Integrated Solid Waste Management Sections.

A13.1.1.1. CEOER is the clearinghouse for all work requests, and integrates and synchronizes the CEO work force. The Customer Service Unit (CSU)/Production Management Unit (PMU) is the focal point for all facility managers. This unit receives and processes customer work requests, hosts the work request review board (WRRB), ensures all work requests receive the proper inter-agency coordination, oversees the facility manager program and controls responses to emergency work. The Planning Unit of this section performs real-property and corrective maintenance analysis, performs life-cycle requirements planning, handles emergent requirement validation, ensures cross-shop coordination for all multi-craft work, maintains inspection warranties and coordinates with the Engineering Flight (CEN) on cradle-to-grave contract execution.

A13.1.1.2. CEOEM is responsible for purchasing and maintaining material stock levels to support CE's in-house work force, schedules and material budget. This section also establishes the long-range material acquisition plan to support contracted and planned CE work and coordinates with the Contractor-Operated CE Supply Store (COCESS) for material purchase and delivery.

A13.1.1.3. CEOES works very closely with the Contracting Squadron and is responsible for managing and providing quality control (QC) for all recurring and non-recurring service contracts that help keep base facilities clean and professional looking. This section performs market research analysis and quality assurance and control for all service contracts and resolves all non-compliance issues as they arise. A few of the services offered by CEOES include: custodial services, entomology, portable latrines, and integrated solid waste collection.

A13.1.1.4. The Vandenberg Recycling Center (formerly the Material Diversion Center), and the Integrated Solid Waste Management Section manage the base's waste streams, generate money from scrap-metal recycling sales, reduce purchases of new items and avoid disposal costs. The Recycling Center accepts: scrap metals (copper wire, steel pipe, aluminum siding, etc.), used government furniture, printer cartridges (used and unused) and reusable wood materials (pallets, crates, lumber, firewood, etc.). Scrap metal and used printer cartridges are sold to recyclers by the base's Qualified Recycling Program. All proceeds are used for various VSFB programs and projects. Used government furniture and unused printer cartridges are available at no cost for reuse by all base government

organizations. Reusable wood materials are free to anyone with base access. All scrap items shall be brought to the Vandenberg Recycling Center. Any items the Recycling Center cannot accept will be turned in to Disposition Services, accordingly. The Vandenberg Recycling Center offices are located in Building 11510, across the hall from DLA Disposition Services. Contact the Vandenberg Recycling Center at 605-0102 or 605-1143 for additional information.

A13.1.2. Facility Systems Element (CEOF). CEOF oversees the Electrical (CEOFE), Power Production (CEOFP), and Alarm (CEOFA) Shops. This element maintains and repairs all interior and exterior electrical systems, lightning and grounding protection, cathodic protection, airfield lighting, generators and power-producing equipment, smoke detectors and fire alarms. This element also oversees base power-plant operation.

A13.1.3. Heavy Repair Element (CEOH). CEOH oversees the Structures (CEOHS) and Horizontal Construction (CEOHP) Shops. CEOHS includes maintenance mechanics, carpenters, woodcrafters, locksmiths, welders and graphic illustrators in the Sign Shop. CEOHS' responsibility is to perform structural maintenance, repair and renovations or upgrades. CEOHP is responsible for heavy construction and repairs, to include paving, concrete, storm-drainage systems and earth work. They are also responsible for maintaining the base’s fire breaks.

A13.1.4. Infrastructure Systems Element (CEOI). CEOI oversees the Heating, Ventilation, and Air Conditioning Shop (CEOIH), Water & Fuels System Maintenance Shop (CEOIU) and the Damage Control Center (CEOID). This element maintains all of Vandenberg’s utility and distribution systems for water, wastewater, sewer and gas. CEOI also maintains the infrastructure and systems for heating, ventilation, air conditioning, fire-suppression systems, liquid fuels and operations management and control systems. CEOID also operates as a focal point for all after hour emergency calls, and maintains oversite for all CE response for widespread base disasters.

A13.1.5. Mission Engineering Element (CEOR). CEOR provides direct contact and support to the Vandenberg SFB launch community. Additionally, this element coordinates with the SLD 30 Project Management Office on the Launch Operations and Support Contract (LO&SC) and the Launch and Test Range System Integrated Support Contract (LISC) to broker the maintenance and repair of VSFB critical infrastructure.

A13.2. Engineering Flight (CEN). CEN consists of engineers, architects, project managers and asset managers, who manage the construction, renovation, maintenance, repair, energy and portfolio optimization contracts. These contracts are designed to upgrade, build and optimize new facilities while minimizing energy consumption. CEN manages work being performed via an outside contract. Facility Managers (FM) interface with this flight if their work request is designated for contract accomplishment and becomes a "project". FMs should be aware of any projects that are programmed against their facility and the year in which they are scheduled for funding, design and construction. FMs can contact Program Development Section (CENPD), if more information is needed (606-1932).

A13.2.1. Portfolio Optimization Element (CENP). CENP provides site planning, initiates project planning, oversees energy program development and tracks a host of activity management plans, including the overall base comprehensive activity management plan to support the installation master plan. CENPD coordinates work requests that are being done as contract projects through required programming processes to obtain approvals and funding. CENPD also conducts the base's Facility Board (FB) at which base organizations have an opportunity to review or comment on scoring and prioritization of projects being forwarded for higher headquarters' prioritization on the AF integrated priority list (IPL). CENPD prepares cost estimates and approval documents for projects requiring Space Launch Delta or higher approval levels and relies on the user to define their requirements so the proper approval levels can be sought. The Energy Management Section (CENPE) develops and maintains the installation energy management plan by performing energy and water conservation audits to identify inefficient uses of energy. This section also initiates contracts to execute energy saving projects. The Comprehensive Planning Section (CENPL) tracks land use, performs site planning, conducts air installation-compatible use zone studies, builds area development plans, manages the airfield obstruction program, plans new mission bed downs and manages off-base planning compatible-land-use activities to monitor base encroachments.

A13.2.2. Project Management Element (CENM). CENM provides project management of large contract, Simplified Acquisition of Base Engineering Requirements (SABER) and Roofing and Paving Indefinite Delivery/Indefinite Quantity (ID/IQ) projects. The Project Execution Section (CENMP) typically handles architect-engineer (A-E) designs, and other military construction (MILCON) projects being executed for base customers. CENMP also includes the SABER office, which provides project management of contract efforts executed through ID/IQ contract avenues. These projects typically require little or no design and therefore, bypass the A-E design process. SABER and ID/IQ projects can range in scope (e.g. single discipline roofing or paving projects to multi-discipline electrical, mechanical and/or structural projects) and dollar amounts. The Execution Support Section (CENME) provides in-house design and project management of "special interest" projects. These projects may involve design of memorials and marquees, interior design or have elements that require closer coordination with respect to Vandenberg's Facilities Excellence Standard publication, anti-terrorism standards, Americans with Disability Act (ADA) or "green" sustainability design. This element also includes the Geospatial Integration Office, the base's focal point for GIS mapping data and resources.

A13.3. Installation Management Flight (CEI). CEI is composed of three elements; Environmental Compliance, Asset Accountability, and Housing Management.

A13.3.1. Environmental Compliance (CEIE). CEIE is responsible for ensuring that all Vandenberg SFB mission requirements are supported through compliance with numerous federal, state, county, Air Force and DoD environmental laws, regulations, and permits. CEIE manages 17 threatened or endangered species of plants and/or wildlife, and more than 2,000 historic and archeological sites. CEIE also oversees the abatement of lead-based paint and asbestos-containing materials. CEIE tracks the procurement, usage, re-issue and/or disposal of hazardous materials (HAZMAT). FMs should be aware of all asbestos-containing materials

and lead-based paint in the facilities under their responsibility. They shall also be prepared to inform building occupants and affix warning signs, as appropriate. FMs must also be aware of the types of HAZMAT that are stored in their facilities and the legal requirements for storage. Disposal of hazardous waste and solid waste must be coordinated through CEIE. FMs must also remain diligent to prevent birds from nesting on or inside Vandenberg's facilities.

A13.3.2. Asset Accountability Element (CEIA). CEIA manages and updates all base real property records and organizes the space-utilization review panels. CEIA tracks all 30 CES funding resources and provides financial planning, budgeting and cost accounting. They monitor force management to track CE manpower, develop efficient manpower strategies and host the IT administration that is the focal point for CE information management tools.

A13.3.3. Housing Management Element (CEIH). CEIH is responsible for managing Unaccompanied Housing (UH) and providing Privatized Housing (PH) oversight. CEIH processes applications, verifying eligibility for PH, off-base housing referral, relocation services and furnishing management. This includes UH, General Officer Quarters and other applicable organizations as authorized.

A13.4. Fire Protection Flight (CEF). One of the many jobs of 30 CES is to provide fire protection, and emergency rescue services, to Vandenberg SFB. The base fire department operates five fire stations on base.

A13.4.1. Fire Department Headquarters (Building 10660) - For Non-Emergency Assistance:

A13.4.1.1. Dispatch - 606-5380

A13.4.1.2. Administration - 606-3111

A13.4.1.3. Fire Prevention - 606-4680

A13.5. Readiness and Emergency Management Flight (CEX). CEX prepares, maintains, and monitors Civil Engineer operations plans and supporting documents for mobility, response and recovery operations. This flight monitors the Prime Base Engineer Emergency Force (Prime BEEF), airbase operability, hazardous materials emergency response, emergency operations and associated training. Readiness and Emergency Management also maintains and inspects Nuclear, Biological, Chemical (NBC) as well as conventional protective clothing and equipment. CEX conducts NBC, and conventional, detection, warning and reporting activities training. They prepare for peacetime response to Weapons of Mass Destruction (WMD), including Shelter-In-Place procedures. If you think your facility occupants have been exposed to a hazardous material, please call 911.

A13.6. Explosive Ordnance Disposal Flight (CED). CED is responsible for responding to and clearing any actual or potential explosive hazards discovered on Vandenberg SFB. These hazards range from flares dropped by helicopters to old munitions and suspicious packages. CED also provides external support for the local community. If you or your occupants have found what is believed to be an unexploded ordnance, please call 911.