

**BY ORDER OF THE
325TH FIGHTER WING COMMANDER
TYNDALL AIR FORCE BASE**

**TYNDALL AIR FORCE BASE HANDBOOK
32-1001**

29 SEPTEMBER 2014



Civil Engineering

**FACILITY MANAGER AND FACILITY
COORDINATION**

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This handbook implements AFD 32-10, *Installations and Facilities*. The Tyndall Air Force Base (TAFB) Facility Manager (FM) and Facility Coordinator (FC) program is centered on the use of both individuals as an extension of the Base Civil Engineer (BCE) to ensure required work is promptly identified and properly accomplished. This document identifies the requirements and responsibilities of FMs and FCs. It provides information on the 325th Civil Engineer Squadron (CES) work processes and standards so that FMs and FCs are equipped to effectively and efficiently perform their respective duties. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

1. GENERAL INFORMATION. FMs and FCs should be designated in writing by the organizational commander. Letters should be addressed to 325 CES Customer Service (CES/ALOP), Stop 42 (see Attachment 2). Newly appointed FMs or FCs should contact, 325

CES/ALOP to receive immediate FC/FM training. Initial training should be attended by both primary and alternate FMs. FCs or FMs are required to create and maintain a FM continuity notebook according to Attachment 3 of this document. (325 CES/ALOP WILL NOT ACCEPT ROUTINE WORK ORDERS IF MIMIMUM REQUIREMENTS ARE NOT MET) All guidance are maintained under AFPAM 32-1125V1 and AFPAM 32-1004V3.

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2. FACILITY MANAGERS AND FACILITY COORDINATOR RESPONSIBILITIES.

2.1. FM responsibilities include but are not limited to:

- 2.1.1. Responding immediately to Fire & Emergency Services or Security Forces calls.
 - 2.1.2. Initiating service calls.
 - 2.1.3. Initiating minor maintenance and repair requests.
 - 2.1.4. Coordinating minor construction requests.
 - 2.1.5. Partnering with unit and Base Energy Manager (BEM) to minimize energy usage in the facility.
 - 2.1.6. Assisting the BCE in the quality control of civil engineer work.
 - 2.1.7. Monitoring custodial services contract performance.
 - 2.1.8. Complying with base fire protection and safety policies.
 - 2.1.9. Policing grounds within 100 feet of their facilities to keep them free of loose debris (to include cigarette butts). Ensure bulk items (i.e. pallets, cardboard, etc.) are not stored outside the facility.
 - 2.1.10. Maintain key control.
 - 2.1.10.1. Each key should be issued by using an AF Form 1297, *hand receipt*. FMs may use a key log for general purpose (see Attachment 4 for example). Master keys should be issued only to FMs, unit commander, and custodial contractor (if appropriate). If a building is re-keyed due to improper key control or lost keys, the responsible unit commander should fund the work.
 - 2.1.10.2. Keys to mechanical rooms require a letter approving retention. Requests should be signed by the unit commander and submitted to 325 CES/ALOP, Stop 42.
 - 2.1.10.3. Lost keys are the responsibility of the losing party, and the FM is responsible for billing them through Accounting and Finance. An AF Form 332, *Base Civil Engineer Work Request*, signed by the commander should be forwarded to 325 CES/ALOP, Stop 42 for replacement keys. The FM is responsible for collecting keys from all departing personnel.
 - 2.1.10.4. All keys should be returned to the CES Real Property Officer (CEAOR) upon vacating the assigned space.
 - 2.1.11. Keep all mechanical rooms free of furniture, boxes, parts, etc.
 - 2.1.12. All FMs will maintain a FM notebook as described in Attachment 2 of this document.
- 2.2. Group FC duties include but are not limited to:
- 2.2.1. Manage all work requests generated by AF Form 332 by their group or unit and all assigned organizations. Attend quarterly Facilities Working Groups (FWG) to champion group issues. Manage AF Form 332s and work orders in a sufficient manner to keep track for future reference.
 - 2.2.2. Assign Facility Organization Customer Utilization System (FOCUS) priorities and submit them to the BCE as required by Section 4.

2.2.3. Assign Sustainment, Restoration, Modernization (SRM) priorities and submit them to the BCE as required by Section 4 of this document.

2.2.4. Work directly with the Production Control Manager and the Base FOCUS Monitor on scheduling all work requests/work orders with assigned priorities.

2.2.5. Manage and provide justification for group/unit's work request priorities. Maintain the list of approved SRM contract projects.

2.2.6. FCs will ensure that FMs are maintaining a FM notebook in accordance with Attachment 2 of this document.

3. FACILITIES ASSIGNMENT AND SPACE UTILIZATION. Space is assigned to organizations for a specific use. The TAFB goal is to efficiently use space and reduce the overall facility footprint to meet the 20 percent by 2020 mandate set forth by Headquarters United States Air Force. Conversion of use/Change of Occupancy will comply with UFC 3-600-01 (Fire Protection Engineering for Facilities), paragraphs 1 - 3.2.4.

3.1. Requesting Facility Space/Use. Any organization requesting a change or requiring additional building space should submit a Facility Space/Use Request form signed by their squadron commander to 325 CES/CEAO. The CES will validate the space/use request, work with the organization to find adequate space or facilities, and will then ensure the request is properly vetted through the Space Planning and Management Committee (SPMC), the Facilities Working Group (FWG) and then for final approval, to the Facilities Board (FB). Representatives from the requesting organization will be notified of meeting dates and should attend all meetings to justify and discuss requests. Adherence to space authorizations (AFMAN 32-1084, Facility Requirements) is paramount in obtaining approval for additional building space/facilities. Other considerations may include safety/environmental/community planning issues and availability. Space relocations, additions, change in use or giving facilities to other squadrons/agencies is not authorized without prior approval. A letter requesting a change or identifying new space requirements should be signed by the requesting unit's commander and submitted to 325 CES/CEAOR, Stop 42. The TAFB Facilities/Space Utilization Board (FUB) is the approval authority for change of use or new space requirements. Representatives from the requesting organization will be notified of meeting dates and should attend the FWG or the FUB to justify requests. Adherence to space authorizations (AFMAN 32-1084, Facility Requirements) is paramount in obtaining additional space approval. Other considerations may include community planning issues and availability. Space change is not authorized without prior approval.

3.2. Assignment of Building Space or Facilities. Upon approval of assignment of building space/facility to an organization, a time will be set for the transfer of the space/facility to the gaining organization by the Real Property Office. If the building/facility has been under renovation or is a newly constructed, the transfer may be accomplished by the transfer agent; i.e., SABER, COE, etc. At that time, the gaining organization will provide a letter, signed by the commander, assigning a Facility Manager(s) for the building/facility. This letter will be required prior to occupancy/use of the building/facility. The transfer agent will forward the letter to CES Customer Service.

3.3. Termination of Facility Space/Use. An out-going inspection should be scheduled through 325 CES/CEAOR within 30 days of vacating the facility. All items to include user

equipment, furniture, hazardous/recyclable materials and trash must be removed from the building/facility prior to the desired termination date (see sections 12 and 13.4.1 thru 13.4.6). Organizations will be relieved of all responsibilities at time of inspection if the building is empty and clean and the grounds are in acceptable condition. Any questions regarding the termination process can be referred to Real Property. At the time of the termination inspection, the facility manager should provide a letter to Real Property, signed by their commander, relinquishing control of the space/facility and identifying current facility manager(s) that will no longer be responsible for managing the space/facility. This letter will then be forwarded to CES Customer Service. All outside areas should be maintained until turn-in. All facility keys should be turned over to real property personnel once facility has passed the final inspection. If the facility is totally vacant but will be reused for a future mission, turn in all facility binders, key logs, etc., at this time so they may be passed on to the next facility manager.

4. WORK EXECUTION. The operation, maintenance, repairs, and construction of real property (RP), Real Property Installed Equipment (RPIE) or Real Property Similar Equipment (RPSE), are accomplished in-house through the 325 CES Base Operations Support (BOS) contractor, Utilities Privatization contractor, or through outside methods (contract). To request work execution FMs/FCs will submit an AF Form 332. Prior to review/approval work order requests should be coordinated with:

- Base Safety
- Bioenvironmental
- Civil Engineer (CE) Fire & Emergency Services
- CE Environmental
- Base Communications
- Operations Support Squadron (Flight line projects only)

Coordination can be accomplished at weekly work order coordination meetings. FM/FC presence is highly encouraged in the event the work order requirements are not clear. FM/FC understanding of the AF Form 332 process (see Attachment 5, Figures 1-3) will be essential to efficient and effective work execution. Submitted work order requests will be assessed to determine estimated costs, man-hours and scope of work. These criteria will determine if work should be accomplished in-house (DSW/FOCUS/Self Help), or contract (Contracts Element/SABER Element). Excavation approval: AF Form 103, *Base Civil Engineering Work Clearance Request*, will be prepared by the requester and provided to 325 CES/ALOP. Contact CE Customer Services for local guidance.

4.1. In-Service Work Program (IWP). Depending on required man-hours and material costs, work will initially be assigned as either: Direct Scheduled Work (DSW), Facilities Organization Customer Utilization System (FOCUS), or self-help. Attachment 5, Figures 1-3, outlines the process for determining work execution method. Questions, comments, or complaints concerning in-service work can be made to 325 CES/CSOQ, Quality Control Manager or 325 CES/CEOS, Quality Assurance Evaluators.

4.1.1. Direct Scheduled Work (< 50 man-hours). DSW requests can be made by calling direct to 325 CES/ALOP, and usually DO NOT require an AF Form 332. Any AF Form 332 submitted for DSW will not require a FOCUS priority. The different work

classifications for DSW are defined in AFI 32-1001, *Operations Management*, as follows:

4.1.1.1. Emergency. Work required to eliminate emergency conditions within 24 hours of notification and is detrimental to the mission, reduces operational effectiveness or presents a clear and present danger to life, limb or eye sight.

4.1.1.2. Urgent. Work that is not an emergency but will be responded to and completed or materials ordered within 7 calendar days of receipt. If materials are ordered, completion will be within 7 calendar days after receipt of materials.

4.1.1.3. Routine. Work that does not qualify as emergency or urgent work, will be accomplished within 30 calendar days after identifying the requirement or receipt of material. Material requirements will be processed within 14 calendar days of receipt. When practical, group routine requirements into work packages and accomplish as a single undertaking.

4.1.1.4. DSW requiring an AF Form 332. New or replacement sign requests; facility modification, keys, or topsoil/fill material, will require an AF Form 332.

4.2. Facilities Organization Customer Utilization System (FOCUS) (250 man-hours < 50 man-hours). Work outside DSW scope requiring detailed planning and/or RP capitalization, will be accomplished through the FOCUS program and requires an AF Form 332. Each group/organization will be allotted FOCUS work orders each quarter based on the organization's occupied facility square footage. All AF Form 332s designated as FOCUS scope will have a group priority number assigned prior to being submitted to 325 CES for approval. Once the FOCUS project has been submitted, a project work order number should be assigned.

4.2.1. FOCUS Priority Number. The FOCUS priority number, assigned by the requesting group, will help 325 CES schedule FOCUS project execution. FOCUS work orders may be reprioritized or replaced by the FC before final approval.

4.2.2. FOCUS cancelation. If a FOCUS allocation becomes vacant for any reason, FCs will be responsible for submitting a new FOCUS scope project based on the group's priority.

4.3. Self-Help Work. Self-help can be accomplished in two ways: store issue items and self-help work orders.

4.3.1. Store Issue Items include minor maintenance supplies (e.g., paint, rollers, sprinkler parts, plastic outlet covers, etc.). Some tools such as shovels, rakes, wheelbarrows, carpet shampooers, floor buffers, and hedge trimmers are available. The Self-Help Center (Bldg. 449) hours of operation for picking up such items are 0700-1130, Monday through Friday. The store personnel can be contacted at extension 283-2124.

4.3.2. Self-Help Work Orders require a properly coordinated/signed AF Form 332 from the FM or squadron commander be sent to the Self-Help Center. The 325 CES will identify potential hazards and ensure facility records and drawings are updated appropriately. The following items will be submitted with a Self-Help AF Form 332:

- Detailed work description
- Project justification

- Applicable drawings
- Materials list

4.3.3. Self-Help Center personnel will conduct an on-site inspection. After the site inspection, a final estimated materials listing is developed and the Self-Help work order will be sent to the BCE for final approval. Once final BCE approval is obtained, a Bill of Materials will be developed and ordered. When all materials have arrived, the requester should be contacted for materials pick up.

4.3.4. Self-Help and Production Control personnel will schedule CE support as a routine requirement if required.

4.3.5. On-site inspections will be conducted Monday through Friday from 1200-1530 and coordinated with the customer.

4.3.6. All reusable/excess materials will be returned to the Self-Help Center upon project completion. Materials may not be given to other sections, squadrons, or removed from TAFB.

4.3.7. Facility floor plan alterations require as-built drawings updates that will be submitted to the Self-Help Center.

4.3.8. Requesters will notify 325 CES or ALOP once the Self-Help work order is complete. The Self-Help Center representative will perform a final inspection before closing the work order.

5. REAL PROPERTY. Any unit requesting work execution on items not considered RP, RPIE or RPSE will submit an AF Form 332 signed by the unit funds manager regardless of project scope. The unit fund cite will be included. Work execution will be at the CES Operations Flight Commander's discretion and will only be considered if sufficient manpower and funding are available.

6. CONTRACT WORK. Requirements exceeding IWP capability are executed by 325 CES Programs Flight (325 CES/CEP) and will require Work Order Review Board (WORB) approval. Depending on the requirement's complexity, work will be accomplished through the Contracts Element (325 CES/CEPD) or Simplified Acquisition of Base Engineering Requirements (SABER) Element (325 CES/CEPMS). See Attachment 5, Figures A5.1-A5.3.

6.1. Unfunded Requirement. Contract requirements NOT funded by the requesting organization will be prioritized by the Integrated Priority List process and the Facilities Board (FB). Each FC is responsible for maintaining a prioritized organizational requirements list. Projects are scored and ranked based on facility type, condition, and wing commander's priority.

6.2. Funded Requirement. If the requirement is funded and execution cannot wait until the next WORB, FCs can submit the AF Form 332 to the BCE/Deputy BCE/Operations Flight Commander (CEO) for approval.

6.3. New Construction. FCs should coordinate AF Form 332s for new construction through the deputy group or tenant unit commander before meeting the WORB for approval. Work involving minor or new construction, including self-help that add to or alter a facility, will be submitted on an AF Form 332 with an attached drawing or diagram signed by the squadron commander before submission to 325 CES/ALOP.

6.4. Contract by Requester. Specialized work that does not directly involve real-property can be executed via contract by requester. Although the work does not directly involve real property, it nonetheless affects real property. For this reason, the BCE will not approve work to be executed by the requester. Typically, the requester will be required to transfer funds to the BCE or provide a fund cite and CE will execute and monitor the performance of the contract.

6.5. Government Purchase Card (GPC) Purchases. Any GPC purchase which will affect real property (including carpet) will be reviewed and approved by the BCE or an appointee.

7. STANDARDS.

7.1. Signage. TAFB exterior sign standards are as follows. There will be no deviation from these standards.

7.1.1. Unit identification or facility function will be posted according to AFI 32-1054, *Corrosion Control*.

7.1.2. Building numbers will be posted on opposite corners of the building with white lettering on brown background.

7.1.3. Hours of operation will be stenciled on glass paned front doors.

7.2. Reserved Parking. TAFB reserved parking standards prohibit reserving parking spaces for personnel other than:

- Wing, Group or Squadron Commanders
- General Officers and Colonels
- Chief Enlisted Managers
- First Sergeants
- Government vehicles
- Visitors
- Handicap individuals

Note: Authorization for Reserve Parking may not exceed 10 percent of the total parking available at that facility. Exceptions to this standard are approved at the discretion of the Asset Optimization Chief, CEOA.

7.3. Interior Finishes. The 325 CES/CEPD is the OPR for interior finish material (i.e. paint, tile, wall covering, etc.) approval. A wing commander approved color board from 325 CES/CEPD will be provided if requested.

7.4. Carpet. The 325 CES/CEPD is the OPR for carpet approval. Though most carpet replacement is accomplished via GPC; an AF Form 332 will be submitted for proper coordination and approval. Carpet should comply with Engineering Technical Letter (ETL) 07-4, *Air Force Carpet Standard*.

8. FIRE PREVENTION AND PROTECTION.

8.1. FMs are responsible to the unit commander for their facility's fire safety condition. FMs will follow guidelines set forth in TAFBI 32-2001, *Fire Prevention and Protection*, and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

9. ENERGY AND UTILITIES MANAGEMENT. Facility energy consumption is managed as part of the overall Tyndall Energy Management Program. The FM will act as the focal point to seek energy conservation opportunities and publicize, promote, and maintain surveillance of their organization's energy conservation program.

9.1. The 325th Fighter Wing Commander has overall responsibility for the Energy Management Program and chairs the Energy Management Steering Group (EMSG) which sets policies and procedures.

9.2. Senior commanders, staff directors, and tenant unit commanders are responsible for conservation of energy within their organizations and are members of the EMSG.

9.3. The CE Commander is the executive agent for facility energy conservation matters. The CE Commander is responsible for the day-to-day management of the Facility Energy Conservation Program, has overall responsibility for planning the energy management program, and is a member of the EMSG.

9.4. The BEM is the point of contact for facility energy conservation. The BEM is assigned to the Civil Engineer Squadron, and is the overall monitor for all energy programs including facilities. Reference AFI 21-104

9.5. FMs are responsible for assisting the Base Energy Manager and building occupants in identifying energy waste and developing corrections.

9.6. FMs will:

9.6.1. Assist the BEM in achieving energy and water reduction objectives without adverse impact on the mission or quality of life.

9.6.2. Guard against unnecessary, excessive, or wasteful use of utilities.

9.6.3. Complete energy conservation checklists to assist in maintaining energy conservation practices, methods and principles.

9.6.4. Ensure proper actions are taken to correct any instance of energy waste.

9.6.5. Remain informed of major problems or commendable actions; solicit energy-saving ideas and promote suggestions.

9.6.6. Inform building occupants on the proper use of utilities and energy conservation practices.

9.6.7. Bring energy conservation opportunities to the attention of the BEM for implementation.

9.7. FMs should maintain an Energy Conservation Tab within their Facility Manager Continuity Book, which should contain the following:

9.7.1. Air Combat Command Energy & Facility Management Policy.

9.7.2. Energy Awareness Materials

9.7.3. Energy Conservation Checklists and Comments

9.7.4. Copies of waiver letters (if applicable)

9.8. Heating, Ventilation, and Air Conditioning (HVAC)

9.8.1. Heating temperature setting will be no higher than 69 °F and cooling temperature setting will be no lower than 76 °F during occupied times. During unoccupied times, the heating temperature setting should not exceed 55 °F and cooling systems will be shut off unless specifically designed and justified for after-hours use. The temperature setting is defined as the average temperature in a room. See Table 9.1 Facility Temperature Set Point.

Table 9.1. Facility Temperature Set Point.

Heating Season	Administrative and Shop Spaces	Occupied: No higher than 69 °F Unoccupied: 55 °F
	Warehouse Spaces	60 °F
Cooling Season	Administrative and Shop Spaces	Occupied: No lower than 76 °F Unoccupied: 80 °F
	Warehouse Spaces	Not cooled unless required for proper storage of perishables

9.8.1.1. FMs requesting waivers to this policy must submit written justification, along with manufacturer's specifications listing environmental operating parameters, pertinent AFI reference or mission impact statement, to the BEM for coordination with the approval authority being the 325 CES/CC. Waivers will be reviewed bi-annually to ensure no change in function, or operation has occurred.

9.8.2. Furniture or other items should not be placed where they restrict airflow such as in front of return air grills or over floor registers. Heat emitting equipment (lights, copiers, etc.) cannot be placed within 5 feet of heating and air conditioning thermostat.

9.8.3. Ventilation units (e.g., Bathroom Exhaust Fans) should run only when required. Shut off all units located in areas that will remain unoccupied.

9.8.4. Inspect thermostat settings periodically and ensure they are in compliance with paragraph 9.8.1. Report any broken thermostats to CE Customer Service for repair or replacement. Thermostats that are part of the Energy Management Control System (EMCS) cannot be adjusted locally.

9.8.5. The operation of portable space heaters, portable air conditioners, and other such devices is prohibited. The restricted use of such items may be authorized by the BEM in certain cases (e.g., for areas where the HVAC system for the facility is unable to maintain the temperature stated in paragraph 7.3.1). The FM must submit a work request to CE Customer Service for HVAC system evaluation.

9.8.6. Contact CE to report any vacant buildings so they can adjust the temperature to the AF standard for unoccupied facilities.

9.9. Equipment Requirements:

9.9.1. Purchase only Energy Star[®] rated products (computers, monitors, scanners, copiers, etc.). Consult the Energy Star[®] website (www.energystar.gov) for a full list of rated products.

9.9.2. Use of personal appliances, such as coffee pots, refrigerators and microwaves should be minimized to the fullest extent and consolidated into break rooms. Only unit leadership is authorized personal appliances. Additional electrical outlets/circuits will not be approved to support personal appliances.

9.9.3. The FM should review equipment operation and practices (personal computers, printers, faxes, test equipment, food preparation equipment, etc.) to ensure it is being used efficiently and only when needed.

9.10. Lighting Requirements:

9.10.1. Ensure lights in storage rooms, vending machine areas, copy rooms, and unassigned areas are off when not in use.

9.10.2. Interior building lights are to be turned off when the facility is unoccupied except those required for security.

9.10.3. Ensure all exterior lights are off during daylight hours. Facilities with automatic sensors should contact 325 CE Customer Service if lights are found on during daylight hours.

9.10.4. Check your facilities' requirements for exterior security lighting. If some of these lights can be disconnected, contact CE to have them de-lamped or removed. If, for instance you have a street light that illuminates one side of your facility, there is no need for additional security lighting.

9.11. Energy Management and Control System (EMCS).

9.11.1. EMCS is a computerized monitoring and control system that automatically adjusts heating and cooling requirements of a facility based on occupancy times, outdoor air temperature and condition requirements of the spaces controlled.

9.11.2. Facilities monitored and controlled by EMCS will have their HVAC scheduled according to the occupancy of personnel. Times will be coordinated with the FM.

9.11.3. Thermostats and sensors for EMCS cannot be adjusted by occupants, and should not be tampered with. Please call CES EMCS at 283-4009 if you have a problem. Tampering with sensors could cause further delays by damaging heating and cooling equipment that would result in increased repair times.

9.12. Building Envelope.

9.12.1. Infiltration is heat lost or gained due to outside air entering a building through cracks around windows, doors and through the outside shell of the structure. Not only does it cause discomfort to building occupants, it is a major contributor to unnecessary heating and cooling costs and energy losses. During the heating season, infiltration contributes to heat loss because cold infiltrated air displaces warm air and must be heated to maintain desired comfort conditions. During the cooling season, infiltration contributes to heat gain because the warmer infiltrated air must be cooled and dehumidified to maintain desired comfort conditions.

9.12.1.1. Humidity in Florida is another concern caused by excess infiltration. To remove humidity requires lower cooling temperatures with additional heating to bring temperatures back to comfort level. This is extremely costly and must be avoided

wherever possible. Eliminating infiltration will reduce humidity intake, cut costs, and provide greater comfort.

9.12.2. Infiltration Reduction Requirements:

9.12.2.1. Windows and exterior doors will remain closed all year unless systems are shut-down for maintenance or only mechanical ventilation is provided.

9.12.2.2. Keep interior doors closed to prevent infiltration to conditioned spaces from unheated rooms or areas.

9.12.2.3. Periodically check weather-stripping and caulking around windows and doors for proper seal, ensure no damage or cracking.

9.13. Hot Water.

9.13.1. Domestic hot water will be provided to areas only when required by health standards and building codes. Hand washing does not require hot water for sanitation.

9.13.2. Areas that qualify for domestic hot water will be maintained at 105-110 °F.

9.14. Irrigation Systems:

9.14.1. Irrigation systems are authorized in the following locations: Tyndall gate, Illinois gate, HQ Fighter Wing, Air Operation Center, HQ 1st Air Force, AF Civil Engineer Center, Base Ops, Flag Park and athletic fields . All other irrigation systems will be turned off and not maintained. Requests for irrigation systems that do not meet the above criteria should be sent to the BEM, with the approval authority being ACC/A7.

9.14.2. CES manages irrigation systems timing and duration. As a general rule, systems will be set for deep watering less frequently to promote deep root growth for drought and weed tolerance.

9.14.3. Irrigation systems are authorized in the following locations: Tyndall gate, Illinois gate, HQ Fighter Wing, Air Operation Center, HQ 1st Air Force, Base Ops, Flag Park and athletic fields . All other irrigation systems will be turned off and not maintained. Requests for irrigation systems that do not meet the above criteria should be sent to the BEM, with the approval authority being ACC/A7.

9.14.4. Systems will operate between the hours of 0000-0600. Report any irrigation systems running outside of those hours. Sod, newly seeded areas and fertilizer or pesticide application requires additional irrigation and can occur outside the established schedule.

9.15. FMs Energy Conservation Checklist.

9.15.1. The FMs will complete the Energy Conservation Checklists (see Attachment 6) periodically.

9.16. Report significant problems beyond the FMs capability to 325 CES Customer Service.

10. FACILITY PROTECTION DURING DISASTERS. Disasters include but are not limited to aircraft accidents, HAZMAT releases, CBRN attacks and severe weather. Contact CES Readiness and Emergency Management Flight for further guidance and/or assistance. FMs will notify facility occupants of impending disasters that may affect their facilities and will report or

take measures to reduce, facility damage. FMs should report facility damage to CES Customer Service. FMs will direct facility occupants to accomplish the following:

10.1. Facility evacuation. Notify all occupants to cease operations and evacuate upwind or crosswind away from the accident site to a distance mandated in the evacuation order.

10.2. Shelter-In-Place (SIP). Implement appropriate SIP procedures outlined in TAFB SIP Guide. Report status to the Unit Control Center (UCC) or Command Post (CP) and stand-by for direction. When the Emergency Operations Center (EOC) is operational; inform the Unit's Emergency Support Function within the EOC.

10.3. Hurricane/Tropical Storms. When HURCON 3 is declared (or if identified in an earlier Crisis Action Team Directive); FMs will ensure loose outdoor items, organizational signs, and high value equipment are secured or brought inside. Before final evacuation, contact CES Customer Service to have all master utility control switches and valves turned off. Only CES professional electricians will restore facility power.

10.4. Hard Freeze Warning. Ensure that inside temperatures are set no lower than 68 °F. Protect or wrap all outside water pipes. Set faucets to drip slowly (about 20 drops a minute) for outside faucets. If internal faucets may be affected, set the faucet furthest away from the main water supply to a slow drip. Ensure that outside sprinklers are protected. Direct any questions on this matter to 325 CES/ALOP.

11. SAFETY RESPONSIBILITIES. As an FM, you play a key role in the Air Force Mishap Prevention Program. This chapter is designed to make you aware of your safety responsibilities. Federal Law requires the Air Force provide a safe and healthy workplace free from occupational deaths, injuries, or illness to ensure mission accomplishment, protect personnel and preserve resources. Hazards with a Risk Assessment Code (RAC) 1 of 2 or 3 IAW AFI 91-202 cannot be corrected within 30 days, a AF Form 1118, *Notice of Hazard*, will be posted at the hazard and a Hazard Abatement Plan (AF Form 813, *Request for environmental Impact Analysis*) signed by the unit's Functional Manager. Contact your Unit Safety Representative (USR) for additional help. For further information or assistance, call the Wing Safety Office (283-4231). Fire Safety Deficiencies will be managed IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*.

11.1. General. FMs will:

11.1.1. Maintain a safe and healthy workplace.

11.1.2. Ensure workers or visitors know who to contact if they have a facility safety concern.

11.1.3. Evaluate or identify the work environment for potential hazards.

11.1.4. Corrective actions will be taken to prevent/mitigate hazards.

11.1.5. Report potential hazards beyond the FMs scope to the appropriate agency for corrective action.

11.1.6. Follow-up until corrective action is accomplished.

11.2. AFI 91-203, replaces and substantially changes Air Force Occupational Safety and Health (AFOSH) Standard 91-501, *Air Force Consolidated Occupational Safety Standard*, and all other 91-series AFOSH standards. This document updates and merges Air Force

safety principles, concepts and program elements into a single consolidated occupational safety and health document. This instruction incorporates the safety principles and concepts of the Occupational Safety and Health Administration (OSHA) and other national consensus safety agencies. See your squadron safety representative for additional guidance.

11.3. Asbestos Identification and Monitoring. **WARNING: DO NOT ENTER CONFINED SPACES WHERE ASBESTOS MAY BE LOCATED.** Several facilities on TAFB are constructed with Asbestos Containing Material (ACM) (e.g. roofing materials, floor tiles, appliances, ceilings, wall or pipe coverings, patching compounds and textured paints). Most ACM in TAFB facilities are tile, siding or in closed areas (e.g. attics or mechanical rooms) and is non-friable (does not crumbled under hand pressure when dry). FMs play a critical role monitoring or managing ACMs and will:

11.3.1. Comply with FM responsibilities specified in the current base Asbestos Management and Operations Plan.

11.3.2. Coordinate with 325 CES/CEANC to determine if facilities under their jurisdiction contain any ACM, its location and condition.

11.3.3. Conduct bi-annual visual inspection of accessible areas known to contain ACMs. Attic spaces and mechanical rooms are not considered accessible areas and do not require a visual inspection. Visual inspections should access ACM condition to ensure no damage exists.

11.3.4. If the ACM appears damaged or the condition is questionable, 325 CES/CEANC personnel will be contacted immediately and a course of action will be determined.

11.3.5. Work that disturbs ACM will not occur without an AF Form 332 reviewed by 325 CES/CEANC.

11.3.6. FMs and FCs will complete annual asbestos awareness training at www.esohtn.com.

11.4. Lead Based Paint (LBP) Identification and Monitoring.

11.4.1. Notify building occupants of known LBP locations.

11.4.2. Report potential LBP hazards to the 325 CES/CEANC and 325 AMDS/SGPB.

11.4.3. FMs will check maintenance and renovation work daily for disturbed LBP.

11.4.4. Report activities that are not IAW safe methods recognized by the LBP Management Program to CES Customer Service.

11.4.5. Conduct routine inspections. Report peeling or flaking LBP, water leaks or other damage that could disturb LBP areas to CES Customer Service.

11.5. Public Health (Building 1465). Contact Public Health at 283-7138 or 283-7140, Monday through Friday from 07001600 for guidance with mold, mildew, pest control problems, employee health issues, occupational safety and health and any other related health or environmental concerns.

11.5.1. Bioenvironmental and CES are responsible for inspecting and providing guidance for mold and mildew problems. FMs will submit an AF Form 332 to CES Customer Service to request a facility inspection for mold or mildew problems.

11.5.2. CES does not clean HVAC duct work and associated parts for mold or mildew unless directed by a medical physician indicating a health hazard exist in the work environment. The user will be responsible for cleaning HVAC vents and ducts in their facilities.

12. UNIVERSAL WASTE TURN-IN.

12.1. Mercury containing devices should be turned into CES for proper disposal. These include fluorescent lights, high pressure sodium lamps, high intensity discharge lights, metal halide lamps, mercury lamps, and compact fluorescent lights. Only unserviceable incandescent light bulbs are allowed to be disposed of with the regular trash.

12.2. Unserviceable fluorescent light bulbs containers are provided by CES/CEANC (Building 6011) Hazardous Waste Accumulation Site. "Spent Mercury Containing Lamps Intended for Recycling" and accumulation start date will be annotated on the container. Accumulation start date will be placed on container when the first bulb is placed inside. FMs should return full containers to Building 6011. Containers can be kept at the facility no more than 6 months from the accumulation start date, regardless of how many bulbs are in the container. Every effort should be made to prevent breaking the bulbs during packing and transport.

12.3. DSW Special Light Change Out. Electricians should put the unserviceable lights bulbs in the new lights box. The box should then be given to the FM for proper turn-in. Per Florida Universal Waste policies; electricians should not take unserviceable fluorescent lights under any circumstances.

13. CONTRACT CUSTODIAL SERVICES & REFUSE COLLECTION INSPECTION

13.1. FMs will not contact the custodial contractor under any circumstances. FMs will ensure custodial/refuse services are performed in compliance with the contracts. Cleaning standards and frequencies will be available to FMs upon request.

13.2. Discrepancy. FMs will submit complaints via email or, fax on a TAFB Form 714, *Customer Complaint Record*, to the Contracting Office Representative (COR). Services will be re-performed within 2 hours for valid complaints.

13.3. Level of Service (LoS) Increase. FMs will submit packages to 325 CES/CEOS for requests that exceed established custodial or refuse standards to existing or new facility areas. Request package will include Commander endorsed memo, 8" x 10" floor plan indicating LoS changes, individual and total room square footages, FM contact information, and LoS justification. Funds will be provided by the requesting unit.

13.4. Dumpsters not emptied by 1800 hours on the scheduled pickup day will be reported by the FM to the 325 CES/CEOS Refuse COR.

13.4.1. Refuse collection guidelines. FMs will observe the following: Boy Scout Road and the 6000 area are restricted areas. Access may be obtained by contacting 325 CES/CEANC.

13.4.1.1. Do not put wood, metal or containers containing liquids, such as oil and paint, in the 8 cubic yard dumpsters provided on base.

13.4.2. Wood products may be taken to the mulch area Boy Scout Road or the 6000 area and put in the 'WOOD ONLY' 30 cubic yard roll-off located near building 6027.

13.4.3. Metal. Metal and other large items may be placed in the 30-cubic yard roll-offs in the 6000 area.

13.4.4. Cardboard Boxes. Break down all boxes and place in the designated recycling container.

13.4.5. Paper. Every effort should be made to recycle paper products in designated containers.

13.4.6. Trash bags. Bags will always be placed inside the dumpster. FMs may contact the refuse COR for additional pickups.

13.4.7. Personal Refuse. Refuse will not be discarded in government dumpsters. Violations should be reported to Security Forces Squadron.

13.4.8. Dumpster lids should remain closed at all times when not in use.

13.4.9. Current Performance Work Statement PWS, Paragraph 1.1.9., Maintaining Containers and Collection Area. The contractor will return the containers to their original location after servicing, in an upright position with the lids securely in place (closed). The contractor will also be responsible for immediately cleaning up any spills, debris, etc. that may occur during servicing of containers. All refuse on the ground within 10 feet of the container, will be picked up by the contractor during collection. The contractor will collect debris placed at collection stations; for example: tree branches, sacks, cartons, boxes, cans, tied bundles, or other containers. The contractor will be responsible for keeping collection areas free of refuse and debris.

14. SECURITY.

14.1. Any building found not secure by Security Forces during routine or random checks after duty hours will be identified in the Security Forces Desk Blotter. The FM will be called to respond to the facility to conduct a walk-through with Security Forces personnel. Prior to leaving the facility; hang up and call the Law Enforcement Desk (283-2254), SFS/BDOC, to validate the call. If any sign of theft or damage is found, a police report will be accomplished.

14.2. Parking is authorized in designated parking spaces only. These areas will be clearly marked with either white lines, yellow lines, blue lines or a sign. Violators are subject to a citation.

14.3. Crime prevention and resources protection surveys are available to all units. If you would like Security Forces personnel to visit and conduct a survey of your facility, please call 283- 9918.

15. POINTS OF CONTACT. CE CUSTOMER SERVICE

283-4948/4949

CE FIRE & EMERGENCY SERVICES	911
CE FIRE & EMERGENCY SERVICES	283-2852/4777
CE READINESS & EMERGENCY MANAGEMENT	283-2010/2854
CE ENVIRONMENTAL	283-4346/4341
CE CUSTODIAL COR	283-3074/1378
CE REFUSE COR	283-4835/3208

GROUND SAFETY	283-4231
CE UTILITIES CONSERVATION	283-9197
CE REAL ESTATE MANAGEMENT	283-4564/4568
CE QUALITY ASSURANCE	283-3208/3029/4835/3074
CE OPS CONTRACTOR QUALITY CONTROL	283-0067/3290
BIOENVIRONMENTAL	283-7139/7618
SECURITY FORCES	283-9900

DAVID E. GRAFF, Colonel, USAF
Commander

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

UFC 3-600-01, Unified Facilities Criteria, dated 1 March 2013
AFMAN 32-1084, Facility Requirements, dated 20 April 2012
AFI 32-1001, Operations Management, dated 1 September 2005
AFI 91-202, The US Air Force Mishap Prevention Program, dated 5 August 2011
AFI 32-10141, Planning and Programming Fire Safety Deficiency Correction Projects, dated 3 March 2011
AFOSH Standard 91-501, Air Force Occupational Safety and Health, dated 31 January 2012
AFI 91-203, Air Force Consolidated Occupational Safety Instruction, dated 15 June 2012
AFPD 90-17, Energy Management, dated 29 November 2011
AFI 32-9001, Acquisition of Real Property, dated 27 July 1994
AFI 32-9002, Use of Real Property Facilities, dated 22 November 1993
AFI 32-1024, Standard Facility Requirements, dated 14 July 2011
AFI 21-101 Combat Air Forces Supplement 11 July 2012
TAFBI 32-2001, Fire Prevention and Protection, dated 11 October 2012

Adopted Forms

AF Form 103, Base Civil Engineering Work Clearance Request
AF Form 332, Civil Engineer Work Request
AF Form 813, Request for Environmental Impact Analysis
AF Form 1487, Fire Prevention Visit Report
AF Form 1118, Notice of Hazard
AF Form 847, Recommendation for Change of Publication

Prescribed Forms

TAFB Form 714, Customer Complaint Record

Abbreviations and Acronyms

ACC—Air Combat Command
ACM—Asbestos Containing Material
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFOSH—Air Force Occupational Safety and Health

AFRIMS—Air Force Records Information Management System

AMDS—Aerial Medicine Dental Squadron

BCE—Base Civil Engineer

BEM—Base Engineer Manager

BLDG— building

BOS—Base Operations Support

CBRN—Chemical, Biological, Radiological, Nuclear

CE—Civil Engineer

CEAOR—Civil Engineer Asset Optimization Realtor

CEOA—Civil Engineer Office Asset

CES—Civil Engineer Squadron

COR—Contracting Office Representative

CP—Command Post

DSW—Direct Scheduled Work

EMCS—Energy Management Control System

EMSG—Energy Management Steering Group

EOC—Emergency Operations Center

ETL—Engineering Technical Letter

FB—Facilities Board

FC—Facility Coordinator

FM—Facility Manager

FOCUS—Facility Organization Customer Utilization System

FUB—Facilities Utilization Board

FWG—Facilities Working Group

GPC—Government Purchase Card

HAZMAT—Hazardous Material

HQ—Headquarters

HVAC—Heating, Ventilation, and Air Conditioning

IAW—In Accordance With

IWP—In-Service Work Program

LBP—Lead Base Paint

LOS—Level of Service

OPR—Officer of Primary Responsibility
OSHA—Occupational Safety and Health Administration
PWS—Performance Work Statement
RAC—Risk Assessment Code
RDS—Records Disposition Schedule
RP—Real Property
RPIE—Real Property Installed Equipment
RPSE—Real Property Similar Equipment
SABER—Simplified Acquisition of Base Engineering Requirements
SIP—Shelter In Place
SRM—Sustainment Restoration Modernization
TAFB—Tyndall Air Force Base
UCC—Unit Control Center
USR—Unit Safety Representatives
WORB—Work Order Review Board

Attachment 2
FOR OFFICIAL USE ONLY

MEMORANDUM FOR 325 CES/ALOP, Stop 42

FROM: *UNIT/OFFICE SYMBOL*

SUBJECT: Assignment of Facility Managers

1. In accordance with AFI 33-332 the following personnel are assigned as Facility Managers effective *Date*. Home phone numbers are required for all Facility Managers and all alternates.

<u>Bldg.(s)</u>	<u>Grade/Name</u>	<u>Duty Phone</u>	<u>Home Phone</u>	<u>Office Symbol</u>	<u>Primary or Alternate</u>
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2. The above named Facility Managers should be aware that their home phone numbers are required. Home and duty phone numbers are furnished to the Security Forces and Fire & Emergency Services in case of emergency during non-duty hours.

(Signature block of Unit Commander)

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.”

Attachment 3**MINIMUM FM CONTINUITY FOLDER REQUIREMENTS**

(325CES/ALOP WILL NOT ACCEPT ROUTINE WORK ORDERS IF MINIMUM REQUIREMENTS ARE NOT MET)

1. FACILITY MANAGER APPOINTMENT LETTER
2. FACILITY MANAGERS & SHELTER IN PLACE' TRAINING CERTIFICATES OR PROOF OF TRAINING
3. TAFBH 32-1001, *Building and Facility Coordinator Handbook*, DATED XX-XXX
4. KEY CONTROL LOG (SEE ATTACHMENT 4 FOR EXAMPLE)
5. WORK REQUEST LOG LISTING OF ALL JOB ORDERS/WORK ORDER RELATED REQUESTS AND CURRENT STATUS (SEE TAFBH 32-1001, ATTACHMENT 7 FOR EXAMPLE) (POC: CE CUSTOMER SERVICE EXT: 3-4949)
6. ENERGY CONSERVATION (JON CALDWELL 283-9197)
(FMs should maintain an Energy Conservation Tab within their Facility Book)
 - Manager Continuity Book, which should contain the following:

Air Combat Command Energy & Facility Management Policy.

Energy Awareness Materials

Energy Conservation Checklists and Comments

Copies of waiver letters (if applicable)

7. RECOMMENDATIONS/REQUIREMENTS
8. MISCELLANEOUS

BASIC FORMAT: FIRE PREVENTION BOOK

FMs will maintain a fire prevention binder and have it available for review during fire inspections. The minimum contents of the fire prevention binder will be tabbed as follows:

1. Facility Emergency Plan
2. TYNDALLAFBI 32-2001, Fire Prevention and Protection
3. Monthly Inspection Record of Fire Extinguishers, Emergency Lighting, and Exit Lights
4. AF Form 1487, Fire Prevention Visit Report (if applicable)
5. AF Form 332, Base Civil Engineer Work Request (if applicable)
6. Miscellaneous

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Attachment 5

PROCESS FOR CIVIL ENGINEER WORK ORDERS EXECUTED VIA SELF-HELP

Figure A5.1. Process for Civil Engineer Work Orders Executed Via Self-Help.

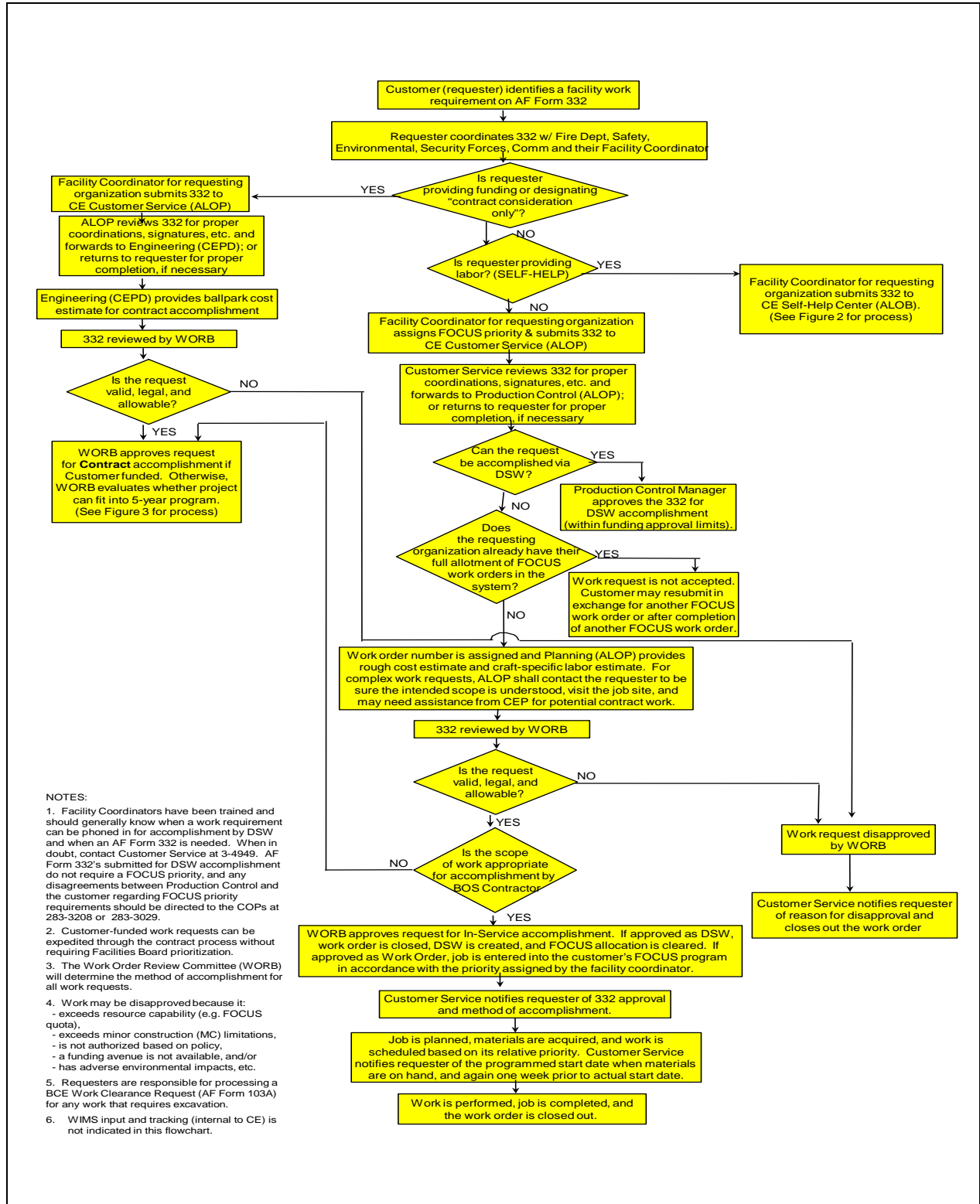


Figure A5.2. Process for Civil Engineer Work Orders Executed Via Self Help.

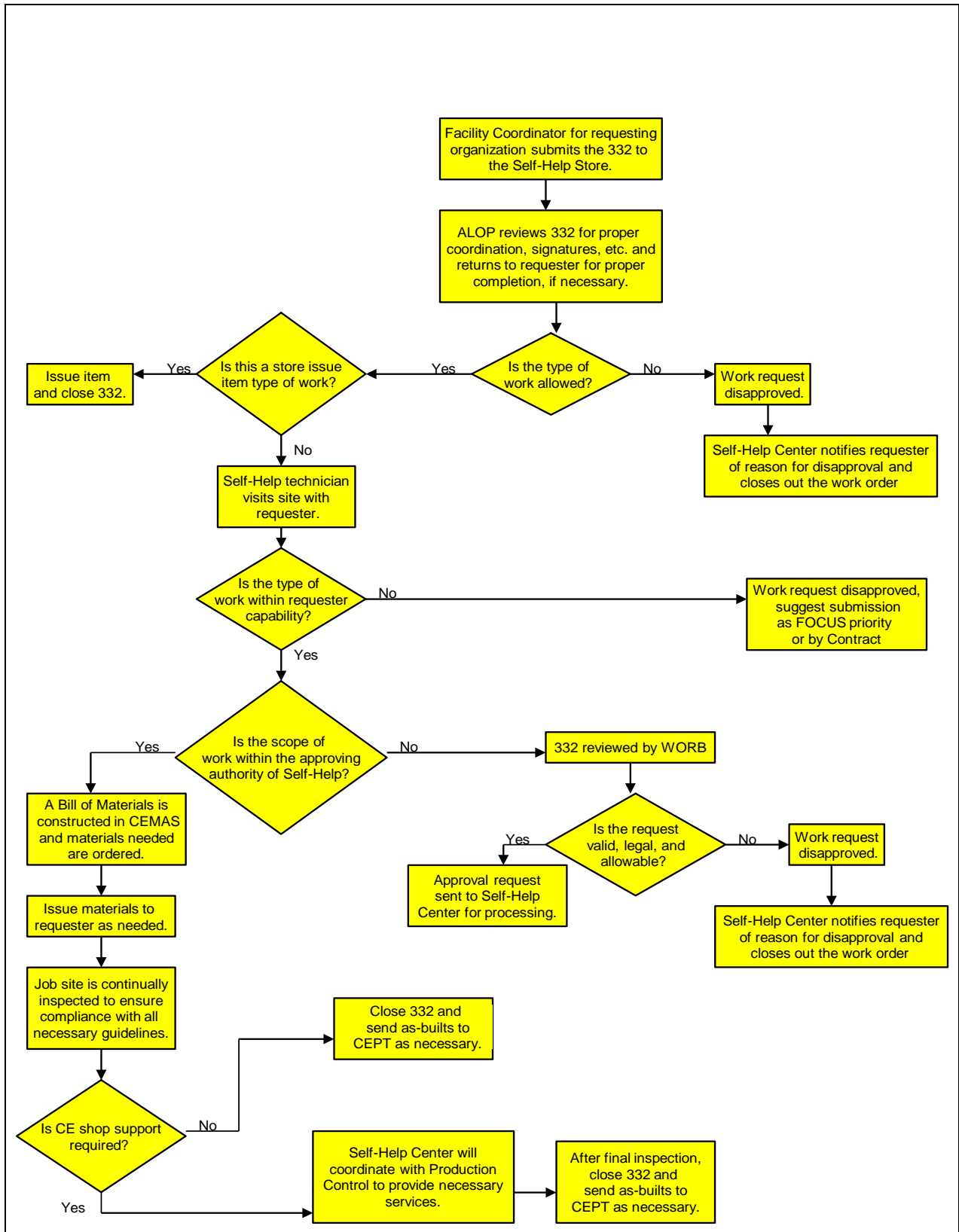
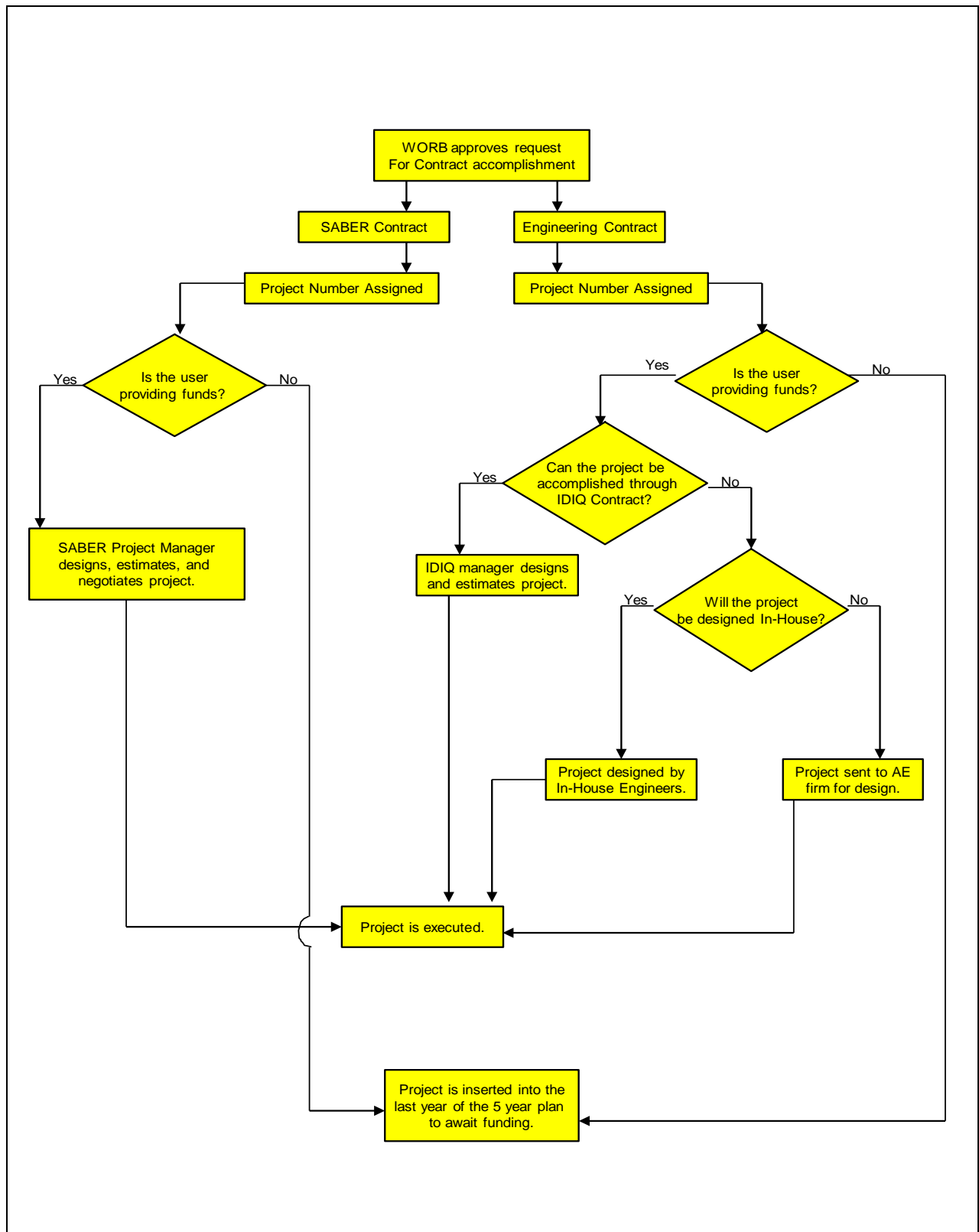


Figure A5.3. Process for Civil Engineer Work Orders Executed Via Contract



Attachment 6

ENERGY CONSERVATION CHECKLIST FOR FACILITY MANAGERS

Figure 6A.1. Energy Conservation Checklist For Facility Managers.

ENERGY CONSERVATION CHECKLIST FOR FACILITY MANAGERS				
Facility Manager:				Date
Document checklist completion at least twice per year (May and November recommended)				
NO.	ITEM	Freq	Yes	N o / N A
1	Check for unauthorized personal heaters	S		
2	Ensure window air conditioners are covered during the heating season with weather tight cover (i.e., water-proof tarp or prefab cover)	S		
3	Keep air return vents clean and free of obstacles that may block airflow	Q		
4	Check windows and doors for air leaks and add weather-stripping if needed	Q		
5	Check for cracked or broken windows	Q		
6	Check for broken doors	Q		
7	Check exterior walls for cracks or holes	Q		
8	Ensure exterior windows are fully closed and locked at all times	Q		
9	Ensure all water fixtures are free of drips or leaks	Q		
10	Ensure thermostats are set properly (if locally controlled); 76°F in summer, 69°F in winter	Q		
11	Ensure thermostats are not blocked or hidden	Q		
12	Ensure thermostats are not damaged, or have been tampered with	Q		
13	Ensure unused areas are closed off and equipment turned off	Q		
14	Ensure air conditioning or heating vents are not obstructed	Q		
15	Ensure no heat dissipating equipment within 5 feet of thermostats	Q		
16	Check for broken or missing pipe insulation, fix as needed	Q		
17	Check for excessive lighting, de-lamp or replace with lower wattage	S		
18	Check exterior security lighting, reduce to a minimum	Q		
19	Ensure hot water heater temperatures are set between 105-110°F	Q		
20	Check for personal appliance usage (coffee pots, microwaves, mini fridge, etc.); promote removal/consolidation into break rooms	Q		
21	Ensure shades/curtains are installed on all windows and are operational	Q		
22	Ensure lights and fans are off in unoccupied areas	D		
23	Ensure exterior lights are off during daylight hours	D		
24	Check for equipment running when not in use (i.e., air compressor, generator, etc.)	D		
25	Ensure that energy awareness materials are displayed in work areas and bulletin boards	S		
26	Ensure irrigation systems are not operating during daylight hours	Q		
Contact the Base Energy Manager with energy conservation ideas or suggestions				
Submit an AF Form 332 to correct energy deficiencies that are beyond your ability to repair (i.e., a leaky faucet)				

D=Daily Q= Quarterly S= Semiannual

