

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 32-3001**

14 JULY 2016



Civil Engineering

**EXISTING SYSTEMS AND
MODULAR FURNITURE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This base instruction prescribes uniform procedures for maintenance, repair, and realignment of existing systems and modular furniture, utilizing the Base-wide Systems Furniture Maintenance Contract. It applies to all organizations that occupy space within Wright-Patterson AFB managed buildings, including all tenants and Air Force Reserve Command (AFRC) units. This applies to Air Force Reserve Command (AFRC) but does not apply to the Air National Guard (ANG) unit. Reference AFI 32-1024, *Standard Facilities Requirements*; and WPAFBI 32-2001, *Fire Prevention Program*. Send comments and questions about this publication to the Office of Primary Responsibility (OPR). Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of according to Air Force Records Information Management System (AFRIMS) Records Disposition Schedule.

SUMMARY OF CHANGES

This document replaces the rescinded AFMCHOI 32-1, 19 June 2001, *Office Layout, Communication Requirements, Building Modifications and Alterations, and Displays and Signage*. AFMCHOI 32-1 was written specifically to address requirements and processes for Area A, Buildings 266 and 262. This instruction is updated to describe the processes that apply base-wide for requesting reconfiguration, removal, installation, and repair of systems furniture; plus construction, and building modifications. It has been substantially revised and should be completely reviewed for changes.

Section A—Furniture Modifications

1. Policy. The 88 Civil Engineer Group, Engineering Project Execution, 88 CEG/CENMP, ensures compliance with this Official Instruction (OI). Each two-letter organization on WPAFB will designate a focal point to work with the 88 CEG/CENMP Contracting Officer's Representative (COR) who manages the base furniture warehouse. Requirements for furniture reconfiguration, moves, installation, removal, repair, or cleaning must be justified to the COR for approval and implementation using the WPAFB Form 1430, *Systems Furniture Change Request*.

2. Procedures for submitting WPAFB 1430 to 88 CEG/CENMP.

2.1. Upon approval of a modification requirement, the designated organizational focal point will complete a WPAFB Form 1430.

2.2. Only changes essential to the operation or mission of the organization will be implemented. They must be fully substantiated and approved by the authorized requesting organization designee.

2.3. Forward signed WPAFB 1430 for all actions, including systems furniture repairs and reconfigurations, move of work stations, etc. to the COR, who will review the request to determine its validity.

2.4. The organization's CEG Program Manager will approve or disapprove the request. Systems furniture design approval will include collaboration between the requesting organization, the CEG Program Manager, and the COR. The design and build process normally requires two quotes: one quote funds the design, and one quote funds the materials (if needed) and labor. The COR will analyze quotes and forward to customers. The contractor will provide three copies of the final design to the requesting organization for their file and to support data line/phone line coordination. The installation will not begin until all required systems furniture material to complete the change is on hand.

2.5. Designs will incorporate product from the base-wide inventory of systems furniture (or from the existing site) as much as possible. There is no cost for existing inventory; however, there may be additional new parts required to complete the approved reconfiguration. The contractor designer and the COR determine the appropriate product for the project, based on client request, existing product onsite and the building standard, and availability in the warehouse. Warehouse inventory is pre-used and in satisfactory condition. The requesting organization, the COR, and the contractor will meet several times to ensure the new design or project meets requirements.

2.6. The requesting organization is responsible for:

2.6.1. Submission of the WPAFB 1430 to the COR, which includes a clear description of all work required and justification of why it is necessary. In general, complete one WPAFB 1430 for each room requiring work. The using activity will also sign-off on designs for any reconfigurations.

2.6.2. Contacting the Phone/Data Line Requirements Office (904-2100) to schedule required work or <https://www.tsf.wpafb.af.mil>, to complete a Work Order Request. Installation of communication lines MUST be closely timed with installation date of systems furniture. No systems furniture will be reconfigured until phone and/or data line work is coordinated with the 88 Communications Squadron.

2.6.3. Removal of workstation and file cabinet contents; and submitting request to unions for moving personnel, if applicable.

3. Systems Furniture Utilization.

3.1. Civil Engineering does not condone the practice of employees changing, adjusting, or cannibalizing components or panels. The overall systems furniture design must remain in the fixed, approved configuration until modified by a qualified contractor.

3.2. Acquisition and turn-in of freestanding furniture (e.g. chairs, tables, lateral files, etc.) is the responsibility of each organization's equipment custodian.

Section B—Building Modifications

4. Policy. Requirements for building modifications or construction changes in conjunction with furniture reconfigurations or installation must be submitted for approval using the AF Form 332, Base Civil Engineer Work Request.

5. Procedures for submitting AF Form 332.

5.1. Projects requiring an AF 332 submittal include (but are not limited to) installing high panel walls, when less than 18" remains between the ceiling and the top of the panel. Approved work requests will be user-funded.

5.2. Include a clear, concise description of the work required, location, required completion date, and a justification for need including mission impacts if not completed by required date. When work is of a complex nature, a detailed sketch drawn to scale must accompany the request.

5.3. Once the AF 332 number is assigned, Civil Engineering will perform a site visit to determine the necessary HVAC, electrical lighting, sprinkler and other work that may be necessary. The systems furniture contractor will be advised to make sure the required scope is included on the labor quote.

JOHN M. DEVILLIER, Colonel, USAF
Commander

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

AFI 32-1024, *Standard Facilities Requirements*, 14 July 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

WPAFBI 32-2001, *Fire Prevention Program*, 18 April 2013

NFPA 101, *Life Safety Code*, 2015 Edition

Prescribed Form

WPAFB Form 1430, *Systems Furniture Change Request*

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFI—Air Force Instruction

CEG—Civil Engineering Group

CL—Civilian Leader

COR—Contracting Officer's Representative

HVAC—Heating, Ventilation and Air Conditioning

WPAFB – Wright—Patterson Air Force Base

WPAFBI – Wright—Patterson Air Force Base Instruction