BY ORDER OF THE COMMANDER WRIGHT-PATTERSON AIR FORCE BASE

WRIGHT-PATTERSON AIR FORCE BASE PAMPHLET 32-1001

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Civil Engineering

FACILITY MANAGER

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This pamphlet implements AFI 32-1001, *Operations Management*, and outlines the duties of the Facility Managers to guide your efforts. However, it can't provide the most essential ingredient to make this process work, namely, a sincere pride in Wright-Patterson's heritage and a deep dedication to protecting our Nation's investment here. Our job is to assist you in this stewardship in any way we can. Please let us know how we can help. This publication does not apply to AFRC/ANG units. 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 Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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

This revision incorporates office symbol and telephone number changes, changes to processes from IWIMS to TRIRIGA as well as some Facility Manager responsibilities.

Chapter 1

GENERAL INFORMATION

1.1. Purpose. Organizational commanders are responsible for the care, custody, and protection of the facilities they occupy. As primary and alternate facility managers, you represent the commander's and the Base Civil Engineer's (BCE) official contact whenever a building needs civil engineering (CE) work. This pamphlet provides guidance and information on your duties and responsibilities. It is designed to make your job easier.

1.2. Assigning Facility Managers. The organizational commander designates the primary and alternate facility manager for each facility by letter and this letter is attached through the TRIRIGA System Authorization Access Request (SAAR) process. The letter must have the commander's signature and should include the appointed manager's full name, rank, email address, office symbol, duty and home phone numbers, and both the TRIRIGA training date and Facility Manager training date. If there are any changes of personnel (i.e., PCS, retirement, change of duty station, separation, etc.), a letter showing these changes must be provided to CEOER not later than 30 days prior to the change.

1.3. Philosophy. CE is primarily a service organization. We support the mission by providing you, our customer, with quality places to work and live. The facility manager program supports the mission by stressing proper facility maintenance, repair, and upkeep. It relies on using the facility manager as a single point of contact to identify, coordinate, and prioritize your building needs.

1.4. Assignment. Facility managers serve as the custodians for the space the organization occupies. In multipurpose facilities, the major user is usually assigned as the primary facility manager. Any other organization using a portion of a multipurpose building is encouraged to appoint an alternate facility manager for the area occupied. Anyone can call in an emergency service request but primarily the facility manager inputs all other service requests through the TRIRIGA system, previously referred to as work orders or direct scheduled work (DSW) prior to TRIRIGA implementation.

1.5. Facility Manager Training Requirements. Facility manager training is accomplished by one of the two approved ways. The primary way is to access the facility managers SharePoint Site located at: **https://org2.eis.af.mil/sites/21627/88CES/fmsite/default.aspx** and complete the training slide show which has instructions on how to obtain both the CE facility manager training certificate and TRIRIGA training certificate. The second way is to attend Facility Manager Training given by the 88th Civil Engineer Squadron periodically after which a certificate will be emailed back to the individual, if newly appointed.

1.6. Procedures. How to process/submit each of the following will be explained in **Chapter 2** of this pamphlet: emergency (Priority 1), (Priorities 3A, 3B, and 3C); self-help projects*;* maintenance and repair work; and minor construction.

1.7. Responsibilities. The primary or alternate facility managers, with the help of all occupants and users of a building, are responsible for the care, custody and protection of the assigned real property (interior and exterior) from damage or loss. The facility manager is responsible for inspecting and policing the grounds within 50 feet of the building.

Chapter 2

TYPES OF WORK

2.1. Emergency Work (Priority 1): Emergency work represents immediate maintenance, safety, or mission risk and will always be accomplished before all other work. Report all emergencies to the Customer Service Unit (CSU), 257-3131. CE maintains a 24-hour a day, 7-day a week capability to respond to emergency conditions. Emergency work is defined as that which is detrimental to the mission or which reduces operational effectiveness. CE will respond as soon as possible, normally within 24 hours. Some examples include no heat or air conditioning to more than 25% of a facility, environmental control defects, fire hazards, any potential danger to life or property, power failure, broken pipes, or a smoking ballast in a light fixture. In any case, if you are in doubt, call customer service to determine the proper response.

2.1.1. Describe the problem; give the specific location, and what has been done to minimize damage or loss of real property. The customer service representative will give you a TRIRIGA work task number. Any person can call in an emergency, but the work task number should be provided to the facility manager for use in managing facility work and obtaining status.

2.1.2. On all emergency roof leaks the Facility Manager should attempt to verify that it is a roof leak and not a plumbing, HVAC, or roof drain leak before calling the roof leak into CSU. Facility Manager needs to provide the exact location of the roof leak so it can be identified on the work task.

2.1.3. On all Too Hot/Too Cold emergency work requests the Facility Manager needs to verify if it is affecting the entire building or just a certain area before calling the emergency service request into CSU. If large areas of a building are affected, the emergency call will be taken but if it is only affecting a certain office area it will become a 3A work task request. If the area is a computer room and the temperature is above 80 degrees F then it will be taken as an emergency call.

2.1.4. After duty hours and weekends, **ONLY EMERGENCIES** are to be called in.

2.2. Preventative Maintenance (PM) and Plant Operations (Priority 2A). PM and Plant Operations will be the first work types to schedule direct hours after blocking time for emergencies. PM is planned maintenance actions aimed at the prevention of breakdowns and failures. Physical Plant Operations provides operation and maintenance of base utilities to include water and waste, HVAC plant, exterior electric, power plant, liquid fuels, and environmental control alarms.

2.3. Corrective Maintenance (CM), (Priorities 3A, 3B, and 3C). Priority 3 is classified as Sustainment Corrective Maintenance. The majority of customer generated daily workload falls within this category. Work needed to restore your building to best serve your needs will be classified as corrective maintenance. For Priority 3A and 3B CM the goal is to accomplish ASAP after receipt of materials. Typical examples include HVAC, electrical and plumbing repairs, repair or replacement of light fixtures or repairs to minor leaks and damage that have resulted from Priority 1 failures. You can usually identify this work by conducting periodic inspections of your building and talking to the users. Submit these requirements to CSU (88 CES/CEOER) in TRIRIGA as a service request.

2.4. Enhancement Work (Priority 4). Priority 4 is classified as enhancement work because this category does not sustain the installations as-is state but instead seeks to enhance. The category is assigned to the lowest scheduling priority. Priority 4A and 4B work is considered "nice to have" work. Priority 4A examples include replacement of carpet or ceiling tiles, lighting upgrades, installation of electrical outlets, or repair of aesthetic appurtenances, such as landscape lighting. Priority 4B examples include special event support and any decorative versus operational need work. Priority 4B examples include signs, landscaping, status displays, etc. **Attachment 2** contains additional info about the work priorities.

2.5. Minor Construction. If you have a requirement to add, change, or alter your building, you must submit a Service request and any supporting documentation to CSU within the TRIRIGA system. Minor construction usually needs detailed planning, capitalization of real property records, collection of reimbursements, and gathering data for review or analysis. Unlike maintenance and repair, minor construction must compete with other base requirements for use of limited resources. Your justification of need and when the work should be done will have a direct bearing on whether or not the request is approved. The stronger the justification, the better your chances are for approval. If your organization has the funds to accomplish the project, identify this in the description block of the Service request. This will greatly enhance the chance of the work being accomplished.

2.5.1. A Service request received in the CSU, will be assigned a work task number and forwarded to the Work Request Review Board (WRRB) for approval (or cancellation, if not justified) and to determine if the job can be accomplished in-house by the shops or through a shop support contract effort or is too large and has to be done by a contract through the Engineering Division. If the shops can accomplish the request it will be forwarded to the Planning Section for execution of the work planning documents. If small enough, the work will be sent directly to the shops. If it is determined at the WRRB the work is beyond in-house capabilities, the request is either sent to the Engineering Division for contract consideration or executed in Operations under the Prime Vendor (PV) or General Services Administration (GSA).

2.5.2. Contract. The 88th Civil Engineer Group's Engineering Division (88 CEG/CEN) has Program Managers to handle contract work priorities with the customer. Every base and tenant organization should have a Program Manager assigned to work their needs. Each program manager is responsible for tracking contract projects to be accomplished for their respective areas and customers. Customers needing information about proposed or ongoing contract projects should contact their respective Program Manager. Engineering then determines the method of contract necessary to accomplish work. There are several execution methods (i.e., firm-fixed price, Simplified Acquisition of Base Engineering Requirements (SABER), Indefinite Delivery/Indefinite Quantity IDIQ) contracts) available that can be utilized depending on the scope and cost of the requirement.

2.6. Self-Help or U-Fix-It. Because of limited resources and/or higher priority work, some of your Priority 4 requests cannot be completed by CE work force. As an alternative, your unit can pursue furnishing people and funds to do the work through your own in-house efforts. This method of accomplishment is typically limited to minor efforts. CE will review the requirement to determine, if the request is within self-help capabilities. If approved for self-help, CE will provide material, technical assistance and limited support, if you elect to do a self-help project. Requests for self-help are processed in the same manner as new work, i.e., submits service request

requirements to the CSU and annotates this is a Self-Help project in the description block. ***NOTE:*** DO NOT START SELF-HELP WORK WITHOUT AN APPROVED WORK AUTHORIZATION AND APPROVAL THAT WORK CAN BE DONE THROUGH SELF-HELP.

2.7. Contract by Requester (CBR). If your unit has funds to accomplish minor work then CBR can be requested. CE will review the requirement to determine, if the work is within CBR capability. Work that requires detailed design or is deemed beyond technical scope for CBR will not be approved for CBR. Requests for CBR are processed in the same way as other work requests.

2.8. Methods of Initiating service requests. The following is a summary of how to submit service requests:

Table 2.1. Work Request Methods.

Type of Work	Method of Submission	Receipt of the Request
Priority 3A Work Request	TRIRIGA	Customer Service
Priority 3B/3C Work Request	TRIRIGA	Customer Service
Emergency (Priority 1) Duty Hours	Telephone 257-3131	Customer Service
Emergency (Priority 1) After Duty Hours and Weekends	Telephone 257-3131	EMCS Customer Service, which takes calls for Customer Service during these times
Larger Maintenance and Repair	TRIRIGA	Customer Service
Minor Construction	TRIRIGA	Customer Service
Self-Help	TRIRIGA	Customer Service
CBR	TRIRIGA	Customer Service

2.9. Work Completion. How quickly your work is completed depends upon many factors. Some include complexity of the job, availability of resources, work priority, scope of the work, use of in-service or contract personnel, and emergency or routine status. Keep in touch with CSU, they can provide you with the current status of your work request. Remember, if you can do the work, self-help may satisfy your needs much quicker. Give CE time to plan the job and order the materials. If possible, submit a Service request at least 5-6 months in advance of the date the work order needs to be done.

2.10. Facility Manger Continuity Book Requirements. Facility Managers update and maintain a Continuity Book. The book is either a digital or a paper-based product containing at minimum, the following documents listed below. **Attachment 3** has a sample service request format you may want to use to make your job and follow-up easier. The Facility Managers update the book on a continual basis in the performance of their duties.

2.10.1. Appointment Letter.

2.10.2. Local Operating Instruction (OIs).

2.10.3. Lock Combination List.

2.10.4. Service request Log.

2.10.5. Service Contracts.

2.10.6. Inspection Records (Facility / Energy).

2.10.7. Fixed ladder inspections (every 3 years) done by CE but need copy of inspection report.

2.10.8. Check Surge protection devices and that ARC flash labels are on electrical panels.

2.10.9. Environmental Listings.

2.10.10. Safety / Fire Write-Ups.

2.10.11. Key Inventory / Issue Log.

2.10.12. Floor Plans.

2.10.13. Known asbestos and lead health hazards.

2.10.14. Telephone Numbers.

2.10.15. CE customer service contact information.

2.10.16. Energy management information.

2.10.17. Service call desk contact information.

2.10.18. Fire & Emergency Service (FES) contact information.

2.10.19. CE Real Property information.

2.10.20. Safety office information.

2.10.21. CE Environmental information.

2.10.22. Bioenvironmental engineer information.

2.10.23. U-Fix-It Store information.

2.10.24. Law enforcement information.

Chapter 3

ENERGY MANAGEMENT

3.1. Purpose. In addition to being a regulatory requirement, energy conservation just makes good sense. The more money we can save in base utility costs, the more will be available to take care of your other needs. Through proper maintenance of HVAC systems, windows, and doors you, the Facility Manager can assure energy savings of 10-20 percent in energy operating costs. This chapter provides guidance on how you can help conserve energy.

3.2. Energy Management. The following tips will help you promote a positive attitude toward energy management in your building.

3.2.1. Make sure thermostats are set at the correct energy conservation temperature during the heating and cooling seasons. Use of individual heaters is prohibited unless approved by 88 CEG/CENPE (Energy Management Section). Approval is granted for medical and short-term system failures only. Common sense practices of keeping vents cleaned and unobstructed, and keeping windows and doors shut will allow the systems to operate at maximum efficiency.

3.2.2. Opening blinds and drapes on the sunny side and keeping them closed on the shady side of the building during the winter months and closed during the summer will help. Unoccupied rooms should be kept closed and the temperature reduced.

3.2.3. Turn off lights that are not needed--during duty and after duty hours. Use energy conserving bulbs.

3.2.4. Turn off outside lights during daylight hours.

3.2.5. Check plumbing fixtures for leaks, report leaks to CSU. Maintain water heaters at 140°F and water delivered at the faucet to a maximum of 122°F to maintain a balance between health and energy conservation.

3.2.6. Turn off equipment in the building during extended periods of nonuse and after duty hours unless the equipment must remain on for technical or practical reasons.

3.2.7. Periodically walk through your building to make sure energy management is being practiced as indicated above.

3.2.8. The Air Force standard winter thermostat setting in offices and administrative buildings is 70°F during duty hours and 55°F during off-duty hours. Thermostats in shops, warehouses, and industrial facilities should be set at 55°F to 60°F depending on facility occupancy and mission requirements.

3.2.9. The Air Force standard summer thermostat setting is 74°F, except for computer centers and hospitals, which should be set according to their mission requirements. Thermostats should reset at night and on weekends to a minimum setting of 80°F.

3.2.10. Notify CSU, when equipment isn’t operating normally or when you need help in correcting a wasteful energy condition.

3.3. Summary. You are the person with the most direct influence on meeting energy reduction goals. Your actions can save thousands of scarce dollars for use on needed facility improvements; you can make a big difference. For further information, consult the Energy Management Section within 88 CEG/CENPE via email at **WPAFBEnergyOffice@us.af.mil.**

Chapter 4

ENVIRONMENTAL

4.1. Purpose. Each Facility Manager must be aware of any operations or functions in or around their facility that are either potentially hazardous to the health and welfare of base personnel or potentially damaging to natural resources.

4.2. Responsibilities. The Facility Manager's responsibilities are listed below:

4.2.1. All Facility Managers should be familiar with types of materials which could potentially contain asbestos (pipe insulation, floor tile, mastic, etc.). In the event these materials become damaged or otherwise compromised contact the Asbestos Program Manager at 257-9049 or 257-7152. For exposure and health concerns contact Bioenvironmental Engineering at 255-6815.

4.2.2. Be familiar with how and where hazardous chemicals are stored and used in your facility. Ensure that hazardous material issue points have been coordinated with the **HAZMAT** Pharmacy Program managed by 88 CEG/CEIE. Notify the Fire Department (257-4075/257-3033), HAZMAT Cell, 257-7152, if there is any question about proper storage of hazardous materials. Questions on hazardous materials should be directed to the HAZMAT Cell at 257-7152.

4.2.3. Maintain a list of operations in the facility which has the potential to generate hazardous waste and the types and amounts of waste generated. Confirm that all locations where hazardous wastes (or potentially hazardous wastes) are stored have storage permits issued by 88 CEG/CEIE. Questions on hazardous wastes should be directed to your organizations UEC or CEIE at 257-7152.

4.2.4. In the event of a spill of any hazardous/toxic material, hazardous waste or petroleum product, immediately notify the Fire Department at 911 or 257-9111. For materials spilled to the outside environment (including sanitary sewer drain) contact the base Fire Department at 911 or at 257-9111. For materials released and contained inside the facility and beyond responsible organizations capabilities to clean-up, contact Bioenvironmental Engineering at 255-6815 for clean-up assistance.

4.2.5. All Polychlorinated Biphenyl (PCB) fluids, PCB ballasts, mercury lamps and mercury-containing equipment (switches, thermometers, etc.) and batteries (lead, mercury, silver, lithium ion, nickel metal hydride, and nickel cadmium) must be turned into CEIE for pick-up using WPAFB Form 1438, *Hazardous Waste Pickup*. Contact the CEIE Hazardous Waste Program at 257-7152 for assistance.

4.2.5.1. **PCB. Any equipment being turned into Supply/DLA that contain oils, hydraulic fluids, cooling fluids, etc.** , needs to be checked for PCB prior to draining the fluids. All light fixture ballasts taken out of service should also be checked for PCB. Unless the ballast label indicates that it doesn't contain PCB, always assume that it does. Electronic and Non-PCB ballasts should be turned into the Recycling Center, Building 293, Area A.

4.2.5.2. **Mercury Lamps/Equipment. Burned-out mercury-containing lamps, including compact fluorescent lamps, shall be placed back into the manufacturer's box or a similarly-designed box with all packing material removed.** When the first lamp is placed in a box, the box must be dated and labeled with a Universal Waste label. Mercury containing equipment must also be placed in a sealed container and labeled with a Universal Waste label. These labels are available from the CEIEC Hazardous Waste Program. Boxes must be taped shut at all times unless adding lamps to them.

4.2.5.3. **Batteries. Many equipment (cameras, computers, flashlight's electronic ballasts, etc.**) batteries contain regulated hazardous substances (lead, mercury, silver, lithium ion, nickel metal hydride, and nickel cadmium). Lead acid batteries can be turned into the Recycling Center. All other regulated used batteries must be separated, placed in a container, sealed and labeled with a Universal Waste label. Alkaline batteries can be thrown into the trash.

4.2.6. Be familiar with the locations where ionizing radiation materials/equipment are used in your facility. This information, as well as answers to questions on radiation safety, can be obtained from 88 CEG/CEIEC at 257-2010.

4.2.7. Maintain a list of all underground storage tanks (UST) and above ground storage tanks (AST) which support your facility. The list should be reviewed annually to ensure that any new storage tanks are added. 88 CEG/CEIE personnel are aware of the materials that can be recycled. Contact the CEIE program manager whenever a tank is no longer needed, or if a new tank is needed. To obtain a list of storage tanks supporting a facility, contact 88 CEG/CEI at 257-7152.

4.2.8. Maintain a list of all activities generating industrial wastewater discharges for your facility. Industrial wastewater discharges must comply with local regulations. You can obtain information on wastewater discharges from 88 CEG/CEIE, 257-7152.

4.2.9. Soil erosion and discharge of wastes into storm sewers are major causes of pollution of creeks and rivers. Be observant of exterior areas for pollution sources. For assistance with assessment and control of actual or potential pollution sources, contact 88 CEG/CEIE at 257-5537.

4.2.10. WPAFB has signed agreements with cities of Dayton and Fairborn regarding protection of their drinking water sources. The following buildings have restrictions regarding chemical usage and/or storage: 20011/11A, 20012, 20014, 20015, 20016, 20036, 20039, 20046, 20076, 20080, 20081, 20082, 20086, 20086B, 20086C, 20086G, 20087, 20091, 20200, 20235, 20481, 20484, 20485, 20486, 20487, 20489, 20492, 20494, 20495, and 30919. Biennially (odd numbered years), Facility Managers will be required to prepare an exhaustive inventory of all chemicals stored within these facilities. Inventories cannot exceed the limits established by the formal signed agreements. For information regarding the inventory requirements or wellhead protection restrictions, call 88 CEG/CEIE at 257-7152.

4.2.11. Annually monitor both the interior and exterior of your facility to ensure that all Air Pollution/Emission Sources (Emergency Generator, Boilers, Fume Hoods, Solvent Tanks, etc.) are labeled with the "Wright Patterson AFB Air Emissions Unit" Label. Immediately report any unlabeled sources or discrepancies to the Air Quality Manager (AQM) at 257- 2455. A current list of the air pollution sources at your facility may be obtained from the AQM. Ensure that these sources are not altered or moved without notifying the AQM.

4.2.12. Routinely monitor both the interior and exterior of your facility to ensure that all drums, barrels, and other containers, both government and contractor owned, are labeled and secured. Immediately report any unidentified containers to 88 CEG/CEIE at 257- 7152

4.2.13. WPAFB has established an aggressive recycling program to conserve valuable landfill space and reduce installation solid waste disposal costs. Each Facility Manager is responsible for educating personnel on types of recycled materials the Recycling Center accepts and the locations of the facilities recycling collection containers. Each Facility Manager is responsible for monitoring collection containers to ensure that recyclables are not in the trash dumpster and trash/non-recyclable materials are not placed in recycling containers. Contact the Recycling Program Manager at 257- 5060 or 257-7152 for assistance in obtaining recycling containers, establishing collection sites and/or pickup procedures. Certain building items being turned into DLA may be eligible to be dropped off at the recycling center; for instance, all wire cords (no electronics please), refrigerators that have been purged, and metal furniture that is broken or unusable. The Recycling Center accepts the following items:

Table 4.1. Recycled Items.

- PAPER *Books, magazines, newspapers, white office/bond paper, envelopes, writing paper, and post-it-notes*	**- CARDBOARD** *Corrugated Cardboard and chipboard (pop boxes, cereal boxes, and file folders)*
- CANS *Aluminum pop cans, steel & tin cans*	**- PLASTIC** *Containers stamped w/ a recycling symbol & have not been contaminated with petroleum products*
- METAL *All scrap metal (copper, aluminum, steel, iron, etc.)*	**- GLASS** *Beverage containers (no flat glass or mirrors)*
- WIRE *Computer cables, cords, etc.*	
The Recycling Center shreds FOUO/Privacy act paper and will provide available lockable containers and pick-up service upon request or on a routine schedule.	

4.2.14. Schedule an annual facility survey by calling 88 CEG/CEIE at 257-7152.

4.2.15. Environmental training for Facility Manager's is conducted during the 88 CES Operation's Division Facility Manager Training. If you missed the training you can review training slides at the Facility Manager Resources web site: **https://org2.eis.af.mil/sites/21627/88CES/fmsite/default.aspx**.

4.2.16. Each organization that handles hazardous materials and/or generates hazardous waste must have a Unit Environmental Coordinator (UEC). All environmental issues should be coordinated with the UEC.

4.2.17. Nearly all painted surfaces on WPAFB contain some amounts of lead. Anytime you disturb these surfaces (i.e., sanding, wall prep demolishing, etc.) you could be exposed to airborne lead dust. The OSHA Lead Construction Standard, 29 CFR 1926.62, is in effect whenever materials are disturbed that contain any amount of lead. Projects that may disturb coated surfaces require testing of the coating prior to starting the project. If you have any questions, call 88 CEG/CEIE, 257-7152.

Chapter 5

FIRE PROTECTION

5.1. General. Facility Managers (primary and alternate) are responsible to the unit commander for the fire-safe condition of their facility under their jurisdiction as specified in AFI 32-2001, *Fire Emergency Services (FES) Program.* As a facility manager, you or your alternate should accompany the fire prevention specialist during scheduled fire prevention visits.

5.2. Procedures. The fire prevention visit is the quality control element of your unit fire prevention program. During scheduled and unscheduled visits of all facilities and areas, the fire prevention specialist pays particular attention to:

5.2.1. Your knowledge of fire reporting, evacuation, and firefighting.

5.2.2. The adequacy and condition of tire suppressants, detectors, alarms, and protective systems and devices.

5.2.3. The adequacy and condition of building features (fire doors, walls, draft stops, etc.) to segregate and separate special fire hazard occupancy areas.

5.2.4. The condition of heating, fuel handling, and similar equipment which can become hazardous if neglected.

5.2.5. The adequacy of safe practices to prevent fires.

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

5.2.7. The condition of electrical equipment and connections.

5.2.8. All housekeeping practices.

5.2.9. The adequacy, condition, and accessibility of fire exits and escapes.

5.2.10. Evidence of unapproved self-help projects using non-fire safe materials.

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

5.3. Responsibilities. As the facility manager, you should ensure the following actions are completed:

5.3.1. During inspections, the fire prevention specialist will note fire hazards and deficiencies on AF IMT 1487, *Fire Prevention Visit Report*, and provide instructions for corrective action. If you do not receive these instructions or have any additional questions, contact the Base Fire Department Technical Services at 257-4075 for assistance. Copy one of the Fire Prevention Visit Report will be sent to the branch chief for review. The branch chief will annotate and sign in block 17 and return. Copy two will be given to the facility manager or the person who accompanied the fire prevention specialist during the visit. Promptly identify these fire hazards and deficiencies for correction on a service request. If necessary, contact your fire prevention specialist for advice and your Customer Service representative for assistance. Failure to take action on these hazardous conditions will result in the report being forwarded to the wing commander.

5.3.2. You will conduct fire drills periodically according to WPAFBI 32-2001, *Fire Prevention Program.*

5.3.3. Coordinate with the Base Fire Department Technical Services Section on the placement and use of vending machines and rented or leased equipment.

5.3.4. Fire prevention training will be conducted during the scheduled fire prevention visits to your facility. The training will be documented and maintained in the fire prevention section of the facility folder.

5.3.4.1. General fire prevention training is required for all assigned military and civilian personnel working on WPAFB. This training includes locations of fire alarm pull boxes, fire extinguishers, fire evacuation procedures, and fire reporting procedures. This training will be documented by the employee's immediate supervisor on an AF Form 55, *Employee Safety and Health Record*.

5.3.4.2. Specific fire prevention training is required for personnel who work in areas where special fire safety instructions are needed. Examples are dining facilities, places of public assembly, fuel storage and handling areas, and flight line, etc.

5.3.4.3. It is the responsibility of the commander and supervisors to ensure that all personnel are properly trained; however, fire prevention training is available upon request with the largest possible audience. These requests can be made in writing or by telephone to 788 CES/CEXFP, 257-4075.

5.3.5. In facilities jointly occupied by more than one organization, notify the other organizations to correct hazards/deficiencies within their areas and follow-up to ensure that corrective action has been taken.

5.3.6. Develop operating instructions/ procedures to follow when fire is discovered. The instruction procedures must cover fire reporting, building evacuation, helping handicapped people, safeguarding classified information, and basic fire suppression procedures. Depending on the type of activity in the facility, instructions must also include such items as emergency removal of aircraft from hangars, protection of high value and critical material and mishaps involving fuel handling. A completed copy of your operating instructions must be sent to 788CES/CEXFP. See WPAFBI 32-2001, *Fire Prevention Program*, for a sample of operating instructions/procedures, **Attachment 1**.

5.3.7. Take the following actions if a fire occurs:

5.3.7.1. Ensure a fire alarm is sounded.

5.3.7.2. Evacuate the building or area.

5.3.7.3. Notify the fire department.

5.3.7.4. Use portable firefighting equipment (extinguishers, etc.), if available and you are trained in their use, to extinguish or control the fire if it's discovered in the early stages and containable.

5.3.7.5. Meet the fire vehicles and direct the fire fighters to the fire.

Chapter 6

BUILDING SECURITY

6.1. General. The facility manager is responsible for building security. You should impress upon all personnel the importance of building security. Without their cooperation, your job as facility manager will be much more difficult. Your name, work and home telephone, and work address are taken from the letter designating appointment and printed on a list for distribution to the security police and lock shop personnel. Remember, regardless of whom is responsible for the break in building security; you are the one who has to ensure it is corrected.

6.2. Procedures. You should establish procedures to ensure your building is secure from illegal entry at all times. Double check all doors and windows when closing up and be sure all locks are in good working order. Report any problem with locks to CSU. Security police conduct regular security checks on base facilities. If your building is not secure, you will need to immediately lock your open doors or windows. Additionally, security police are required to forward an incident/complaint report to your unit commander for action. If you have any questions concerning building security, contact the resources protection section, or law enforcement desk.

6.3. Key Control. An important part of your building security program involves the issuance of keys and key control. However, you are not responsible for keys that control specialized areas, such as vaults, in your building. These are the areas that are used to safeguard specialized equipment, sensitive documents, personal tool kits, etc.

6.3.1. Recommend that you repossess all keys from personnel going on a permanent change of station (PCS), who are being discharged, or who terminate employment. Consider holding keys for safe keeping for personnel going on extended leave or temporary duty over 30 days.

6.3.2. When vacating a building or assigned space within a building, be sure to return the appropriate keys to the Base Civil Engineering lock shop.

6.3.3. Suggest that you record all actions involving key control, on a key control log as shown in **Attachment 4**. Facility Manager will maintain account of keys issued on AF IMT 1297, *Temporary Issue Receipt*, **Attachment 5**. They will also maintain a list of each lock, number of keys existing for each lock, and the name of each individual to whom these keys are assigned.

6.4. Accountability. Individuals are responsible for assigned keys. There usually is a charge for replacement keys. Contact CSU to determine the procedures for key replacement.

6.4.1. Requests for new locks or changes of locks should be made in TRIRIGA, on a service request, by the facility manager. Lock shop will only recognize facility managers (whose names appear on the list as authorized to receive keys). Master keys will be issued to the facility manager when your building lock system is re-keyed or if the locks are replaced. Requests for master keys require concurrence of your unit commander and approval by the BCE.

6.4.2. The lock shop will provide additional keys. The facility manager will complete DD Form 1150, *Request for Issue or Turn-In*, **Attachment 6,** and submit to CSU in building 22, area A.

6.4.3. Report lost or misplaced keys to your security officer or security police immediately.

6.4.4. Private locks MUST NOT be used on facility doors. ONLY the BCE unit is authorized to change locks or duplicate keys. This includes ALL facilities on base. Unauthorized changes or duplications may result in an investigation and disciplinary actions.

Chapter 7

CUSTODIAL SERVICES

7.1. Responsibilities.

7.1.1. The Facility Manager will advise 88 CES/CEOES of any changes, whether an increase or decrease, of spaces requiring custodial service to the facility. The level of service is determined in accordance with the Air Force Common Output Level Standards (AFCOLS). The levels of service are not subject to organizational desires with the exception that non-DoD customers can pursue an increase in service, if they fund the increase. The Facility Manager serves as the focal point for customer complaints. If required, you must submit a Customer Complaint Record to the Contracting Officer's Representative (COR) no later than 1300 on the day of the occurrence. Copies of the Customer Complaint Record can be obtained from your 88 CES/CEOES COR. After validation, this documentation is supporting evidence of unsatisfactory performance. Each Facility Manager should have an up-to-date folder on the building with a copy of Section C-5 (Statement of Work in Custodial Contract) tasks and frequencies charts, building data sheets, and completion time from each contractor. You will receive, or already have a written copy of specific contract requirements from the COR. This information is your guideline as to the service expected from the contractors.

7.1.2. The Facility Manager is responsible for snow and ice removal when under one inch to include entrances and exits; sidewalks and fire escapes from entrances to the street and/or parking lots, porches, landings, loading and ramp areas, and access to fire hydrants and hose reel houses near their facilities. The Facility Manager is also responsible for supplying their own supplies, i.e., shovels and salt containers. The salt is provided by Civil Engineering and can be obtained at Building 10300 in Area A or Building 20740 in Area B. Containers for and transportation of salt are each organization's responsibility. The custodial contractor is responsible for snow and ice removal when over one inch. The contract's building data sheet shows the snow removal that the contractor is responsible for removing. The contractor is responsible for their storage containers which are located at the facility entrance doors. The contractor's salt supply is marked with the contractor's logo to show property of the contractor. Each facility manager should have a copy of the data sheets, showing their responsibility as well as the contractor's.

7.1.3. The Facility Manager is responsible for supplying the trash bag liners for centralized trash locations. The facility manager is responsible for the containers sanitation. The custodial contractor will supply the trash bag liners for the restrooms to include sanitary napkin disposal bags.

7.1.4. When a facility is vacated for disposal or for any other reason, the Facility Manager is responsible for the orderliness and cleanliness of the facility after it is emptied. Facility Manager is responsible for notifying the COR so they can notify the contractor in order for the contractor to remove all of their equipment/supplies. The facility manager responsibility formally ends when the property is officially released by the Real Property Office (88 CEG/CEIAP).

7.1.5. Questions on custodial services should be directed to 88CES/CEOES at 904-2452. The WPAFB Custodial Service office is located in building 22, Area A.

Chapter 8

REFUSE CONTRACTS

8.1. Refuse Containers. All dumpsters located outside of the buildings are your responsibility including the type of refuse deposited in these containers. For information concerning the refuse container pick-up schedule, contact the CE Refuse Contract Officer Representative (COR). Missed pick-ups should be addressed the same way thru the COR and you will need to complete the CUSTOMER COMPLAINT RECORD.

8.1.1. Eight Yard Containers**,** (square type). No wood or metal should go in these containers since they are emptied by a compactor type truck. Wood or metal could puncture the walls of the truck making the government liable for damage. Only regular office trash should be put in these type containers. Wood may be placed in the 30 yard containers. If you have any questions concerning metal disposal contact the Refuse COR.

8.1.2. Thirty Yard Open Top Containers. These containers are used mainly for construction type projects. Reimbursable customers that request support for a 30 yard container will incur an additional charge for this service. Prior to receiving this container, customers must complete the 30 yard container agreement, and submit it to the Refuse COR. This agreement reiterates the responsibilities the customer has over this container, and lets the Refuse COR know that their customer understands and accepts these responsibilities. **Note**: Below is a list of items that **MUST NOT BE** placed in these type dumpsters. See **Chapter 4** for disposal of hazardous waste or recyclable materials.

8.1.2.1. Government Equipment.

8.1.2.2. Insecticides/Pesticides.

8.1.2.3. Metal.

8.1.2.4. Gas Cylinders/Tires.

8.1.2.5. Items Containing Solvents/Lead.

8.1.2.6. Household Hazardous Materials or Waste Products.

8.1.2.7. High and Low Grade Paper.

8.1.2.8. Household Waste Products.

8.1.2.9. Used Oil and Waste - Liquid Petroleum Products.

8.1.2.10. Cardboard boxes that can be broken down, place them in the container designated as “Cardboard only.”

8.1.2.11. Batteries containing lead, acid, gel cell or nickel cadmium.

8.1.2.12. Items containing spent mercury vapors (fluorescent and high intensity light bulbs).

8.1.2.13. All paint containers must be completely empty or dry of all paints before being placed in these containers. Aerosol paint cans must be turned in as hazardous material.

8.1.3. **Pallets:** The Recycling Center will pick up stacks of 10 usable standard size pallets (40 inches by 45 inches and 48 inches by 48 inches). Off sized or broken pallets can be brought to the recycling center for disposal.

8.1.4. Many of the items listed above are either hazardous waste, recyclable, or accountable. For questions concerning the distribution of any of the items listed, refer to **Chapter 4** or call 88 CEG/CEIE at 257-7152.

8.1.5. Individuals with questions regarding recyclable items must contact any of the following sections: The Recycling Program Manager at 257-4769 or 257-2184, the Recycling Center Facility at 257-4889, building 10293, or contact DLA at 255-6332, building 20743.

Chapter 9

RELAMPING

9.1. General Guidance. The facility managers, or their designated representatives, are responsible for furnishing and replacing all burned out lamps, including fluorescent tubes, for fixtures up to a height of 10 feet. The Civil Engineer Electric Shop is responsible for replacement above 10 feet, with the facility managers providing necessary replacement lamps. Facility managers must provide all lamps for both interior and exterior of their facility.

9.1.1. **Beyond Scope:** The facility manager must first identify if the lighting fixture is beyond his or her capability to re-lamp or physically unable to safely reach. The next step is to submit a request in TRIRIGA describing the specific problem or situation.

9.1.2. **Excluded Areas:** The airfield, elevated lighting, Munitions Storage Areas (MSA), Alert Areas/ street/parking lot lighting, ball fields, are all excluded and are maintained by the CE Electrical Shop.

9.1.3. **Unique Situations:** Exceptions for bulb replacement will be considered on an individual basis, if the fixtures are located in a hazardous area or where special equipment is required for replacement.

9.1.4. **Replacement Lamps and Procurement:** The facility manager is responsible for furnishing all bulbs or replacement lamps for their facility. If help is needed to identify the wattage or type of lamp to purchase, the 88 CES electrical section can provide assistance through our CSU at phone number 257- 3131. Replacement lamps may be acquired through the base supply system or by using the organizational GPC purchase card.

9.1.5. **Lamp Disposal Guidance and Procedures:** The following requirements apply to all organizations that generate, collect, segregate, store or dispose of any quantity of mercury-containing lamps on WPAFB. Mercury containing lamps include all fluorescent, mercury vapor, metal halide, and high-pressure sodium lamps (light bulbs). As the Facility Manager, you will be responsible for collecting, temporarily storing, and packaging spent (burned-out) mercury- containing lamps. Should you need empty boxes or have any questions regarding the management of mercury-containing lamps, please contact the Office of Environmental Management, 88 ABW/CEIE, at 257-7152, ext. 310 or web page: **https://cs2.eis.af.mil/sites/21020/WPAFB/CEI/CEIE/Pages/HazWasteMgrs.aspx**.

9.1.6. **General Questions:** Issues requiring electrical support services should be directed to CE Customer Service (257-3131).

Chapter 10

SAFETY

10.1. Purpose. Identify potential or existing hazards and initiate corrective actions to protect all personnel, property, and equipment.

10.1.1. **Responsibilities:** The Facility Manager should conduct monthly inspections of their area of responsibility (interior and exterior), including all common areas, such as hallways, entryways, janitor closets, entrances, etc., to which they have and are authorized access. At no time will facility managers open/operate any HVAC or other mechanical equipment due to inherent hazards of these operations.

10.1.2. Should the Facility Manager become aware of an unsafe condition (by whatever means, i.e., monthly inspection, individual notification, Supervisor Safety Surveillance, or Occupational Safety Office inspections) corrective action must be initiated. Often, in-house corrective measures can abate the hazard and eliminate the need for further action.

10.1.3. In the case of an imminent danger situation, a call to the CSU may result in prompt corrective action or interim control measures until a permanent fix is obtained. In this instance, the Safety Office must also be notified and advised of the situation.

10.1.4. For unsafe conditions not representing imminent danger a service request should be completed and coordinated through 88 ABW Safety Office for assignment of a risk assessment code (RAC). A RAC is assigned to hazardous conditions to help CE properly schedule priorities. RACs range from 1 to 5, with 1 being the most sever, and 5 being negligible risk.

10.1.5. Should a hazard be assigned a RAC 1, 2, or 3, an AF Form 1118, *Notice of Hazard,* will be completed by the Wing Safety Office and forwarded to the Facility Manager and the supervisor will work with the Safety Office to complete an AF Form 3, *Hazard Abatement Plan.* RAC 1, 2, and 3 are entered into the Safety Office's Master Abetment Program.

10.1.6. Facility Managers must monitor the status of all service requests (especially items that have been assigned a RAC) and provide status reports, upon request, to commanders, functional managers, supervisors, or the Safety Office.

10.1.7. Facility Managers should obtain and keep on hand, certain items of equipment to immediately abate hazards. Examples: Safety cones to mark the location of a hazard; caution tape to rope off and effectively isolate an unsafe area; and adhesive caution tape to highlight the area hazard.

10.1.8. During the winter, Facility Managers should monitor custodial services, to ensure clear exterior walk ways and entrances per contractual agreement, and that an adequate supply of salt is on hand for interim application as necessary for safety.

10.1.9. Direct questions concerning any training that may be required to 88 ABW/SE at 904-0888.

THOMAS P. SHERMAN, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION

References

AFI32-1001, *Operations Management*, 16 October 2014 AFMAN33-363, *Management of Records*, 1 March 2008

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

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1118, *Notice of Hazard*

AF IMT 1297, *Temporary Issue Receipt*

AF IMT 1487, *Fire Prevention Visit Report* DD Form 1150, *Request for Issue or Turn-In* WPAFB Form 1438, *Hazardous Waste Pickup*

Attachment 2

WORK PRIORITIES

Figure A2.1. Work Priorities.

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 tier 1 & 2 facilities support the MDI mission set; i.e. 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	• 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"	• Lighting upgrades • Installation of electrical outlets • Replacement of carpet with new materiel (repair is sustainment)
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 3

SERVICE REQUEST LOG

Figure A3.1. Service Request Log.

SERVICE REQUEST LOG					FACILITY 30022
DATE SUBMITTED	FACILITY MANAGER	WORK REQUESTED	SERVICE REQUEST NUMBER	DATE COMPLETED	REMARKS
2/9/2015	BECKY	LEAKING TOILET	1369585		HOLD FOR PARTS
2/16/2015	CHARLES	SPRAY FOR ANTS	1369985	2/30/2015	
3/12/2015	BECKY	TOO COLD	1369635		

Attachment 4

KEY CONTROL REGISTER (AF 3136, SAMPLE)

Figure A4.1. Key Control Register.

WORK REQUEST REGISTER FACILITY 30022

	ISSUED TO	MASTER ORIGINAL REPLACE	DATE ISSUED	JUSTIFICATION FOR ISSUE	DATE RETURNED	REASON FOR TURN-IN
	SSGT TED SMITH	X9995	11 OCT 14	ENTRY TO OFFICE		
	LT JOHN DOE	X9997	18 OCT 14	ENTRY TO BLDG	10 APR 15	PCS'D
	TINA JONES	X9998	30 MAR 15	ENTRY TO JANITOR		

AF IMT 3136, 20060215, V1 GENERAL PURPOSE (11 X 8 1/2")

A. Forms can be kept in alphabetical order by last name.

B. Forms can be kept by organizational then alphabetical order, depending on how many organizations are in your facility.

Attachment 5

KEY CONTROL RECEIPT (AF 1297, SAMPLE)

Figure A5.1. Key Control Receipt.

I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.

ISSUED TO: SIGNATURE	DUTY PHONE	ISSUED BY	
ISSUED TO: NAME, GRADE, ORGN *(Type or print)*	ORGN ACCT NO.	DATE OF ISSUE	RETURN DATE

STOCK NUMBER	DESCRIPTION OF ITEM	U/I	QNTY

AF IMT 1297, 19870701, V4 PREVIOUS EDITION WILL BE USED. **TEMPORARY ISSUE RECEIPT**

I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.

ISSUED TO: SIGNATURE	DUTY PHONE	ISSUED BY	
ISSUED TO: NAME, GRADE, ORGN *(Type or print)*	ORGN ACCT NO.	DATE OF ISSUE	RETURN DATE

STOCK NUMBER	DESCRIPTION OF ITEM	U/I	QNTY

Attachment 6

REQUESTFOR ISSUE OR TURN IN (DD 1150, SAMPLE)

Figure A6.1. Request for Issue or Turn-In.

REQUEST FOR ISSUE/TRANSFER/TURN-IN			1. (X one) ☐ ISSUE ☐ TRANSFER ☐ TURN-IN			2. DELIVERY DATE (YYYYMMDD)	
3. TO: a. LOCATION	b. CUSTODIAN CODE:	5. REQUEST NUMBER		7. DOCUMENT NUMBER		8. PRIORITY	
4. FROM: a. LOCATION	b. CUSTODIAN CODE:	6. ACCOUNTING AND FUNDING DATA					
9. END ITEM IDENTIFICATION:	a. NAME AND MANUFACTURER	b. MODEL		c. SERIAL NUMBER		d. PUBLICATION	

(1) ITEM NO.	(2) ASSET ID	(3) ITEM DESCRIPTION	(4) STOCK NUMBER	(5) UNIT OF ISSUE	(6) REQUEST QUANTITY	(7) RECEIVED QUANTITY	(8) UNIT PRICE	(9) TOTAL COST
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
				TOTAL:	0	0	TOTAL:	0.00

10. REQUESTED BY. a. SIGNATURE	b. DATE	11. DELIVERED BY: a. SIGNATURE	b. DATE	12. RECEIVED BY: a. SIGNATURE	b. DATE

DD FORM 1150, DEC 2011 PREVIOUS EDITION MAY BE USED. Page 1 of _____ Pages Adobe Professional 8.0

Attachment 7

FREQUENTLY USED TELEPHONE NUMBERS

Table A7.1. Frequently Used Telephone Numbers.

Custodial Service/CEOES	904-2452
Refuse Services	257-1890 or 257-1279
Recycling Center	257-4889
Customer Service Unit (CSU)	257-3131
Energy Management/CENPE	904-2432
Environmental Branch/CEIE	257-7152
Fire Department Technical Services/CEXF	257-4075
Emergencies	911 or 257-9111
Hazmat Spills	257-9111
Self Help	257-3921
Wing Safety	904-3380
Bio Environmental	255-6815