

15 OCTOBER 2001



Civil Engineering

GROUNDS MAINTENANCE

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OPR: 35 CES/CEOR (SMSgt Dan Red Cloud)
Supersedes 35 FWI 32-6003, 1 September 2000

Certified by: 35 CES/CC (Lt Col Eric J. Wilbur)
Pages: 5
Distribution: F

This fighter wing instruction implements AFD 32-60, *Housing*, and provides information specific to the implementation of AFI 32-6001, Family Housing Management. It establishes the procedures for area and sign maintenance in industrial, administrative, operational, and housing areas and applies to all units assigned or associate to Misawa Air Base.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Revisions include clarification of grounds maintenance and inspection responsibilities, adjustments in base detail manning and duty periods. Added are winter grounds maintenance (snow and ice removal), individual unit signs, and reserved parking signs.

1. Care of Grounds.

1.1. Summer. Grounds maintenance includes mowing, edging, and trimming of grass along sidewalks, curbs, fences, steam tunnel entrances, trees, buildings, transformer banks, etc.; minor trimming of shrubs, watering of lawns, raking leaves, and grass; and picking up loose debris to maintain a clean and neat appearance.

1.2. Winter. Grounds maintenance will consist of snow and ice removal from sidewalks, driveways, and industrial parking spaces. Snow removal includes removing icicles, ice, and snow from roof overhangs and taking precautionary measures to prevent accumulation of ice and snow in the above areas. Policing loose debris and trash from assigned areas is required during winter months.

2. Responsibilities.

2.1. The 35th Civil Engineer Squadron, Heavy Horizontal Section (35 CES/CEORH) will:

- 2.1.1. Maintain streets and other common use areas where responsibility hasn't been designated.
- 2.1.2. Remove snow from base and housing area streets in accordance with the Misawa Snow & Ice Removal Plan.
- 2.1.3. Provide grounds keeping service around the following buildings and areas.

- 2.1.3.1. Building 504, Wing Headquarters.

- 2.1.3.2. All vacant fields, and semi-improved/undeveloped areas; excluding certain athletic fields and picnic areas.

- 2.1.4. Perform periodic grounds maintenance inspections of all areas assigned to facility and dormitory managers to ensure compliance with acceptable standards of appearance. 35 CES/CEOF, Facilities Section will assist with inspections in industrial areas. 35 CES/CEHF, Housing Facilities Section will perform inspections in Military Family Housing (MFH) areas.

- 2.1.4.1. Notify facility and dormitory managers of any discrepancies noted during periodic inspections.

- 2.1.4.2. Perform follow-up inspections to ensure corrective actions have been accomplished when discrepancies are noted.

2.2. Facility and dormitory managers and MFH residents will maintain grounds areas surrounding their building or dormitory for a distance of 150 feet out on all sides, not to exceed the center line of adjacent streets, or halfway to adjacent buildings (or to construction site barricades/fences). This includes parking lots, driveways, sidewalks, drainage ditches, and fence lines. Facility and dormitory managers desiring to know their area of responsibility can contact the Chief of Heavy Repair at 226-3906. MFH residents should contact the Housing Flight Facilities Section, 226-9533.

2.3. Grounds maintenance will include:

- 2.3.1. Police grounds, parking lots, sidewalks, street gutters, and storm drain grate areas prior to 1000 hours on normal workdays.

- 2.3.2. Mow and edge grass/vegetation weekly or when it exceeds 3.5 inches in height (don't mow lower than 2 inches in height). Trim grass/vegetation around sign posts, trees, fire hydrants, parking spaces, other obstacles, and along both sides of fence lines. Remove grass from cracks in curbs and sidewalks. Grass will be mowed with a commercial type mower set at proper height to prevent scalping and damage to the turf. Cutting grass with line type electric or gas trimmers is not permitted.

- 2.3.3. Weed flower beds, bushes, hedges, and shrubberies of grass, weeds, or inappropriate vegetation. Use caution when using weed eaters, damage caused by weed eaters can kill plants, trees, bushes shrubs etc.

- 2.3.4. Trim trees, bushes, hedges, and shrubs to maintain a neat appearance or when obstructing personnel/vehicle traffic. If unsure of the proper way to trim trees and bushes, call the 35 CES Grounds Maintenance Section at extension 226-4698 for advice.

- 2.3.4.1. Bushes and hedges will be maintained to the appropriate height for plant type, location, and intended purpose (i.e., screening shrubs).

- 2.3.4.2. Hedges will not exceed 4 feet in width.

2.3.5. Rake or sweep mowing/trimming clippings from the grounds, sidewalks, streets, and other paved areas. Place clippings and debris in trash cans or other suitable containers at the building/dormitory trash collection point. Do not use storm drains to get rid of trash or other types of debris.

2.3.6. Remove accumulated snow and ice as required to eliminate buildup from sidewalks, steps, driveways, and individual parking spaces. Do not throw snow into the road. Clear a 3-foot wide path to and around fire hydrants within areas of responsibility.

2.3.6.1. Parking lot snow removal. Coordinate with 35 CES Snow Control Center at 226-4698 for snow removal. All vehicles must be removed from parking lots to allow access of snow removal vehicles. If vehicles are not removed, snow removal may consist of an access path through the parking lot for emergency response vehicles only.

2.3.6.2. Ice control. Maintain and dispense ice control material (de-icers) on sidewalks and steps, as required. This material is available at the Self-Help Store, Bldg 434.

2.3.6.3. Remove icicles, ice, and snow from roof overhangs and door stoops to prevent safety hazards. Long poles for removing icicles are available at the Self-Help Store.

2.3.6.3.1. Residents of MFH should contact the MFH section at 226-9533 to assist them in removing ice buildup on roofs or other surfaces of their facility when it is clearly beyond the occupants ability to safely remove ice.

2.3.7. Empty MFH units.

2.3.7.1. Lawn maintenance and snow removal on empty MFH units is accomplished by the MFH flight. Contact the MFH section at 226-9533.

2.4. Building Signs and Reserved Parking.

2.4.1. Building managers are responsible for reporting damage to exterior building signs or other signs approved for their area of responsibility. Only signs approved by 35 CES Operations Flight will be displayed. The 35 CES is not responsible for interior signs. Building signs will be cleaned by the building manager.

2.4.2. Reserved parking signs are authorized by 35th Fighter Wing Supplement 1 to AFI 31-204, Air Force Motor Vehicle Traffic Supervision. Submit requests to 35 CES by using an AF Form 332. The request will be evaluated by the Traffic Management Council (TMC). If approved, 35 CES will provide up to five reserved parking signs per squadron. Additional signs will be provided on a reimbursable basis or the building manager/unit may obtain locally.

2.4.2.1. Request for exterior and reserved parking signs will be submitted on an AF Form 332 and conform to Air Force Pamphlet 32-1097, *Sign Standards Pamphlet*.

2.5. Base Appearance Team (BAT)/Base Detail:

2.5.1. The base detail polices all streets, roads, parking lots, fields, and semi-improved areas daily. The detail will not police areas assigned to building managers or housing occupants.

2.5.2. During winter months, the base detail will be responsible for removing snow and ice from mass transit and school bus stops.

2.5.3. The base detail will consist of four enlisted members and one member of the 35 CES who will have a validated Air Force Form 2293, US Air Force Motor Vehicle Operator Identification Card. The four enlisted members are drawn from all units assigned to Misawa Air Base.

- 2.5.3.1. 35 CES/CEOR with coordination and approval of the 35 SPTG/CEM will task base units to provide required personnel. Levies are made annually based on the unit strength reflected in personnel reports.
- 2.5.3.2. Tasked units will ensure individuals selected for the base detail are available and don't have any other conflicting details or appointments. If an appointment can't be changed, it's up to the unit to furnish a replacement.
- 2.5.3.3. Tasked individuals will report to the 35 CES Vehicle Control NCO (VCNCO) office located in building 1084, by 0730 hrs in BDUs or equivalent utility uniform.
- 2.5.3.4. Base details will terminate during wing level or higher headquarters exercises unless otherwise directed by competent authority. Personnel will report back to their duty section.
- 2.5.4. The 35 CES will transport detail members to designated areas, ensure all members wear safety vests, and provide trash bags for litter. Detail members police areas by walking. The vehicle is primarily used to transport detail members between litter pick up areas.
- 2.5.5. Routine daily vehicle support will be provided by the 35 CES. 35 TRNS/LGTO, Vehicle Operations will support replacement/additional vehicles as available. 35 CES/VCNCO will coordinate with 35 TRNS/LGTO on the 35 FW Form 44 for this support.
- 2.6. MFH Occupants. Housing area occupants are responsible for maintaining grounds surrounding their building (not to exceed a maximum of 150 feet), one-half the distance to the neighboring residences and/or to the centerline of the street for units adjacent to streets. The area between sidewalks and gutters are also included. Housing occupants will:
 - 2.6.1. Police designated areas daily, including assigned parking spaces.
 - 2.6.2. Maintain grass/vegetation to a minimum height of 2 inches and a maximum height of 3 1/2 inches. Keep the edges of lawn along sidewalks, driveways, around flower beds, fire hydrants, posts, sheds, fences, trees, and manholes neatly trimmed. Don't dig trenches along sidewalks.
 - 2.6.3. Remove grass, weeds and inappropriate vegetation from flower beds, bushes, hedges, shrubbery, and curbs.
 - 2.6.4. Trim bushes, hedges, and shrubs to maintain a neat appearance or when obstructing personnel/vehicle traffic.
 - 2.6.4.1. Bushes and hedges will not exceed 6 feet in height.
 - 2.6.4.2. Hedges will not exceed 4 feet in width.
 - 2.6.5. Rake mowing/trimming clippings from the grounds. Ensure mowing/trimming clippings are swept off sidewalks, streets, and other paved areas. Place clippings and debris in trash cans or other suitable containers at the trash collection point.
 - 2.6.6. Remove snow and ice from sidewalks by 0800 hrs daily: Remove snow and ice from steps, driveways, and individual parking spaces as soon as possible after accumulation.
 - 2.6.6.1. Clear a 3-foot path to and around fire hydrants located within the area of responsibility.
 - 2.6.6.2. Clear a 3-foot wide path to the building fuel oil tank fill point and garbage cans for contractors' access.

2.6.6.3. Clear accumulated snow from open/visitor parking spaces. Senior occupants in multi-family buildings will determine responsibility for clearing these open/visitor parking spaces. Don't throw snow into the road!

2.6.6.3.1. If there are disputes between MFH occupants and/or the senior occupant about which parking spaces are to be cleaned, the MFH section should be contacted for resolution. No MFH occupant should be responsible for clearing snow from more than two parking spaces.

2.6.7. Make arrangements to ensure grounds maintenance and snow removal are accomplished during absences such as temporary duty (TDY), temporary additional duty (TAD), leave, etc.

2.6.8. Grounds maintenance tools. The Self-Help Store, Bldg 434, has a limited number of shovels, rakes, hoes and other tools available to MFH occupants for checkout.

2.6.9. Clear parking spaces of debris such as grass, trash, leaves, and snow. This will also assist in keeping the storm drainage systems operational.

2.7. MFH Senior Occupant. The senior military member of every multi-family building is responsible for the overall conformity of their building to the grounds maintenance, snow removal, and inspection requirements. During absences such as; TDY, TAD, leave, etc., the next senior military member will assume these responsibilities.

2.8. For paint striping and house numbers in parking stalls contact the MFH section at 226-9533.

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