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Civil Engineering

FACILITY MANAGER'S GUIDE



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This instruction expands major points covered in the bldg custodian's training course, and implements AFD 32-10, *Installation and Facilities*. Organizational commanders are responsible for the care, custody, and protection of facilities, grounds, and pavement under the control of their unit. The Facility Manager (FM) is the designated representative for all civil engineering (CE) work requests. This instruction will detail the FM's responsibilities and is designed to serve as a quick reference to make their job easier. The FM serves as the focal point for all CE work. He/she are critical in ensuring their facility is in satisfactory condition and all work required to maintain that condition is reported to the 51st Civil Engineer Squadron (51 CES). They are responsible for reporting all CE requirements to the Customer Service Unit (CSU). They are required to track all open work requests and maintain a clear alliance with the CSU so current status updates are provided to the unit's leadership. The FM or their alternates will be the only people permitted to call or e-mail ([mailto:51 CES Service Call Desk@osan.af.mil](mailto:51_CES_Service_Call_Desk@osan.af.mil)) routine work orders or submit AF Form 332, Base Civil Engineer Work Request. Anyone may call in an emergency DSW (Direct Scheduled Work Order). Dorm residents may call in an emergency work request; however, residents must coordinate with the Dorm Manager to ensure other routine requests are documented on the AF Form 1219 so the "CE Dorm Facility Maintenance Team" can take care of all deficiencies during the routinely scheduled visit to the dorms. Your base regulation covering FMs is this guide. It spells out, in detail, your duties and responsibilities as a FM. For energy management and conservation, please refer to AFD 23-3, for additional information not identified in this instruction. Copies of all references identified in this instruction should be readily available in your work area. This FM's Guide is provided to help you understand your role as a FM and explain the procedures you should follow in performing your duties. Understanding how CE can assist you in doing your job is the linchpin to improving the quality of life in our facilities. This instruction applies to all personnel assigned or attached to the 51st Fighter Wing. **References:** AFD 23-3, *Energy Management*; AFI 32-2001, *Fire Protection Program*; AFI 32-1064, *Electrical Safe Practices*.

SUMMARY OF REVISIONS

This revision incorporates new procedures associated with facility manager duties and outlines the work priority system for unit commanders and tenant organizations on Osan Air Base. A bar (|) indicates revision from the previous edition.

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1. Appointment of Facility Managers:

1.1. Criteria: Trained and experienced FMs are typically the most successful in obtaining timely and complete CE services. Unit commanders should assign top quality people for their entire tour in Korea. FMs are responsible for the following: care, custody, and protection of real property; active participation in the utilities conservation program; fire-safe condition of the bldg or facility; and proper use of the bldg or facility assigned to them. To fulfill these responsibilities, they must have cooperation of all occupants and users of their bldgs and facilities. They should make every effort to safeguard the property from damage or loss. They will attend the Facility Managers Orientation and will serve in an administrative and advisory role in all real property facility matters. Unit commanders will designate a primary and alternate FM for each bldg or facility assigned to the organization or agency. Individuals designated as an alternate act on behalf of absent primary Facility Managers. When a bldg or facility is used by more than one organization or staff agency, the main user will designate the primary FM. However, an alternate may be appointed from another agency using the facility. Unit commanders and staff agency chiefs will make sure, by personal inspections, FMs are doing their job.

1.2. The person designated as the primary/alternate FM will be someone with enough authority and ability to do the job. When they are designated, each should have at least nine months time remaining with their present organization. FMs will not be made responsible for more bldgs or facilities than they can care for. The format letter for appointing FMs may be found at [Attachment 1](#).

1.3. Changes in FMs must be made in writing to the Civil Engineer Production Control Center (PCC) 10 days before the desired change date. FMs should clear through the PCC before departing the base.

1.4. The PCC will maintain a list of the FMs for each bldg and facility and will update it as changes take place.

1.5. As FM you are responsible for the following use and care of real property:

1.5.1. Brief occupants and users of your bldg or facility on their collective responsibility for care, custody and protection of the property. Also, tell them about the pecuniary liability for loss and damage in excess of fair wear and tear resulting from acts not beyond their control.

1.5.2. Sign for and be responsible for the keys to your bldg or facility.

1.5.3. Set up a daily cleanup/inspection schedule for the area around your facility.

1.5.3.1. The area of responsibility for each FM is fifty feet (50') from the facility or half the distance to the next bldg. Maintenance of this area includes, but is not limited to, removing weeds around a facility, proper care of plants and shrubs, and removing snow and ice from sidewalks. A maintenance checklist is provided at [Attachment 2](#). For additional FM responsibilities, [Attachment 3](#) provides a Real Property checklist to guide you as well.

1.5.3.2. Ensure plants and shrubs are receiving the proper care, i.e. trimmed, watered, garbage and debris removed.

1.5.3.3. Begin snow and ice removal after snowfall stops. It is the FM's responsibility to remove snow/ice from sidewalks surrounding the facility up to 50 feet.

1.5.4. Maintain an Open Work Request Log. Facility managers should keep a log to ensure all maintenance and repair requirements are identified, requested, and completed. This will help avoid duplicate work requests and provide a more accurate means of tracking facility work. As

needed, conduct an inspection of your bldg or facility and its Real Property Installed Equipment (RPIE). Submit AF Form 332 for routine maintenance and/or repair.

1.5.5. You as FM, are responsible for the security of all keys serving your facility. You are required to establish security procedures that will ensure NO KEYS are duplicated without your personal knowledge or official approval in writing. You are NOT responsible for keys controlling specialized areas within your facility, areas maintained by using organizations for safeguarding their specialized equipment, sensitive documents, personal tool kits, or similar items. You will REPOSSESS all keys from personnel PCSing, and will hold for safekeeping all keys issued to personnel going on extended leave or TDY for over 30 days.

1.5.5.1. Should a facility key(s), **including master key**, be lost or be found to have been reproduced by an unauthorized source (any location other than the 51 CES Locksmith Shop), the individual responsible for the key(s) will accept pecuniary liability for having the lock(s) replaced or rekeyed. An AF Form 332 must be initiated to provide a cost estimate for replacing and rekeying the lock. The funds will be collected via DD Form 1131, **Cash Collection Voucher**. Statement of Charges are not required for this action. Duplication of master keys requires an AF Form 332 signed by your unit commander and approved by the BCE.

1.5.5.2. Additional keys for a facility will only be issued to the FM or alternate from the CES after an AF Form 332 has been submitted and approved through the CE Customer Service Unit. A sample log sheet to track your work requests is provided on AF Form 3136, **General Purpose**.

1.5.5.3. One master keys is issued:

1.5.5.3.1. When bldg is first assigned to a using organization.

1.5.5.3.2. When the bldg lock system is "rekeyed".

NOTE: Request for master keys will not be approved without the written concurrence of your unit commander and the FM. All actions involving key control will be recorded in the key control register. Broken, damaged, or inoperative locks will be reported to the CSU.

1.5.6. Appoint a fuel tank custodian if the facility relies on a boiler for heat/hot water.

1.5.6.1. Tank custodians are responsible for checking fuel levels at least weekly. If the fuel level is low, the tank custodian should call Fuels Control Center at 784-5631 to schedule delivery of fuel. The tank custodian should perform weekly inspections of the tank and the surrounding containment floor and berm. If a leak is detected, report it to Customer Service immediately. Tank custodian training is offered by Fuels Management (784-6208). A tank custodian checklist is provided at [Attachment 4](#).

1.5.6.2. The fuel tank custodian is responsible for monitoring the physical condition of the fuel tank and the surrounding containment floor and berm. Tanks should be inspected weekly for leaks. If a leak is found, report it to the CSU immediately. The custodian must also ensure that rain water is removed from the tank berm and the drain valve is closed at all times except when removing rain water. Guidance on inspecting and maintaining fuel support tanks is in AFI 23-204.

1.5.6.3. Fuels Management offers tank custodian training. Contact the Fuels Control Center for further details or questions.

1.5.7. Prepare the facility for turnover prior to vacating the premises. An inspection must be conducted with the Real Property Officer (RPO) at CE before vacating. All organizational equipment shall be removed and the area thoroughly policed. Door keys shall be taped to each door and the facility secured. All exterior door keys shall be turned over to the RPO at the time of the joint inspection.

2. Civil Engineer (CE) Overview. CE is essentially a service organization. The CE organization is the activity responsible for the acquisition, construction, maintenance, repair, and operation of real property facilities. The primary purpose of CE here at Osan is to serve and support the mission of PACAF, by providing and maintaining (PACAF) essential facilities, utilities, and services. Keep in mind, however, that while the mission is always paramount, people are the most important ingredient in accomplishing that mission. Therefore, a large part of the CE effort is directed toward housing, administrative, and personnel morale, welfare, and recreational facilities. Always be aware of "people needs" within your bldg. As a FM, you will deal with various CE functions: Production Control Center (Customer Service & Service Call), Self-Help, Fire Protection, Energy Conservation, Environmental Flight, and Real Estate Management. You will also have occasional contact with the Security Police. How these functions interface with the FM is covered in subsequent pages of this pamphlet. Most important to you, on a day-to-day basis, is the Customer Service Unit. This is the CE function that reviews and processes your work requirements and monitors the progress of work being done on your facility. The better you understand CE and the way we work, the easier your job will become. CE personnel will be pleased to answer any questions you may have about our operation.

3. Interface with Key CE Sections:

3.1. Production Control Center (PCC): The PCC contains the Customer Service Unit and the Service Call function. The PCC manages the Facility Managers' Program for the Base CE and coordinates actions required for the following:

3.1.1. Monitors appointment of FMs for all facilities on base.

3.1.2. Conducts FM training as needed. PCC will notify individuals by letter and/or bulletin notice of dates for training. Training will consist of a review of material contained within this brochure and a question and answer session. Training is mandatory for all newly assigned FMs and optional for those FMs previously trained.

3.1.3. PCC schedules and programs large scale work orders for civil engineer shops such as Heavy Repair (Horizontal, Vertical) and Infrastructure. The damage control center is a critical function managed by PCC during contingencies and natural disasters; acting as the liaison between civil engineers and the base. The PCC is located at bldg 416.

3.1.3.1. Customer Service Unit: The CSU, which contains the Service Call function during duty hours, is located within the PCC in bldg 416. Routine work orders are placed in the CSU during normal duty hours (0700-1700). Emergency requests may be called in to the Service Call function at any time. Only emergency calls (see paragraph **3.1.3.2.1.** for the definition of an emergency) are accepted outside of normal duty hours, including weekends.

3.1.3.1.1. The CSU accepts and controls all work requirements until they are completed or are in a firm contract program for completion. The CSU provides a single point of contact between CE and the customer to:

3.1.3.1.2. Help customers prepare work requests, including requests for self-help work.

3.1.3.1.3. Accept, review, process, and control work requests.

3.1.3.1.4. Answer customer inquiries and provide status of work requests.

3.1.3.2. Service Call function: The service call is located within the CSU in Bldg 416. A 24-hour-a-day, 7-day-a-week emergency service call operation is provided by CE. The operation is geared for immediate response under emergency conditions and priority scheduling in those situations that are URGENT, but less than an emergency.

3.1.3.2.1. Emergencies. An emergency condition is one which, in the judgment of a responsible person, is detrimental to the overall Wing mission and, if correction is not accomplished immediately, would result in a major breakdown of the mission. A bona-fide emergency is a situation which reduces operational effectiveness or the work is required to provide adequate security to areas subject to compromise, to eliminate immediate hazards to health, fire protection, safety, or to protect valuable property and equipment. Emergency will always include, but is not limited to: Failure of any utility, fire protection, environmental control, or security alarm system, e.g., loss of heat, steam, gas, liquid fuels or water, clogged plumbing, failure of a critical air conditioning system, power failure, faulty electrical systems, fire hazards and inoperative fire protection systems for which correction has been initiated or validated by the Fire Protection Branch. The Service Call function will accept notification that an emergency condition exists from anyone who has knowledge of that emergency condition. FM should be familiar with location and operation of utility controls so they may react properly and quickly should an emergency develop in their facility.

3.1.3.2.2. Urgent. Less than emergency situations. Urgent requests are normally responded to within 1 to 5 duty days. The service call system also provides a means for processing many requirements that lie somewhere between emergency and routine. If you, the FM, believe you have an urgent requirement, you may report that requirement to the Service Call function. The service call technician will analyze your requirement and determine whether the work can be done without formal written request, special planning, or material support. If so, then your requirement can be assigned URGENT. URGENT REQUESTS must be submitted to CE by the FM.

3.1.3.2.3. Routine. Maintenance and repair type work is that work required to preserve or restore an existing facility; in other words, to "fix" what is already there. Examples: Painting, replacing floor tiles, replacing light fixtures, repairing heating systems, etc. Such requirements can be readily identified by conducting regular monthly inspections of your facility and its real property installed equipment (see sample checklist). When requesting maintenance or repair, an AF Form 332 will be prepared with three copies and submitted by the FM. The importance of providing a detailed description of the maintenance or repair requirement cannot be over emphasized. A correct and complete AF Form 332 will save you and CE valuable time in the accomplishment of your request. When preparing an AF Form 332, the requester should thoroughly describe the work required, including location within the facility, color, type, size, quantity, urgency, etc. Attach sketches, plans, or diagrams to the request as an aid in locating or describing the work requirement. Referenced inspection reports which justify the work; i.e., safety, fire deficiency, etc. MUST be sub-

mitted with the AF Form 332. When the AF Form 332 is received, it will be processed to determine the complexity of the work to be done. The original and two copies are kept by CSU and a copy returned to you. It will show a work request number under which the work will be reviewed and/or accomplished. Record this number in the request register and refer to it when making follow-up inquiries. Allow about one month before taking any follow-up action. All actions pertaining to your Base Civil Engineer Work Request (AF Form 332) from submittal to job completion should be noted in your request register. Additionally, AF Form 1219 should be used by dorm managers to document routine repairs to the facility. This form will be reviewed by the CE Fix-it team leader usually the week prior to the scheduled maintenance visit. Use of this form alleviates unnecessary clutter of the job order system while still documenting needed repairs. Examples of jobs to annotate on this form are paint touch-up, broken floor tiles, broken ceiling tile, etc. NOTE: If using electronic forms when submitting an AF Form 332, be sure to attach carbon paper between the forms before coordination is obtained to ensure all copies are properly marked.

3.2. WRRB. The purpose of the Work Order Review Board (WRRB) is to validate and track all incoming AF Form 332 requests submitted to the 51 CES Operations Flight. Composition will consist of the following representatives: CES/CD (Chairperson), CEO/CC, CEO/CD, CEOE, CEOED, CEOER, CEOX, CEOI, CEOR, CEV, CEF, 51 FW/SE, and 51 MDG/SGPB. AF Form 332s are then tracked to the proper responsible CE agencies for action or placed on WPS hold until prioritized by the group commander / group work order priority monitor. The customers are notified of the action taken by the CSU. Requests which require more than 120 days to accomplish will require 51 CES/CC approval.

3.3. Work Priority System (WPS) and which squadrons fall under each of the six Groups:

7 AF 5 work orders	51 FW 6 work orders	51 51 LG 10 work orders	51 OG 10 work orders	51 MG 5 work orders	51 SPTG 15 work orders	Infrastructure 15 work orders	51 CG 3 work orders
Monitor duty phone	Monitor duty phone	Monitor duty phone	Monitor duty phone	Monitor duty phone	Monitor duty phone	Monitor duty phone	Monitor duty phone
ACC Staff	Wing staff	LG Staff	OG Staff	MG Staff	SPTG Staff	Basewide	
7 AF Staff	Cmd Post	LSS	OSS	AMS	MSS	Roads	
607 FM	Chaplain	MXS	25 FS	DS	CES	HVAC	
607 ACS	SJA/ADC	SUPS	36 FS	MOS	SVS	Roofs	
607 AIG	MQ	TRANS	55 ALF	MDS	SFS	Water	
607 AOG	PA	LGM	5 RS	Vet Clinic	AFTRS	Fuels	
607 ASOG	Safety	25th Trans	31 SOS		Def. Courier	Electrical	
554 RHS	Bank/CU		33 Rescue		CCK		
303 IS	Social Act.		18 Intel		AFOSI		
Det 1, 4th	51 FM				COE		
Det 1, EUSA					AAFES		
Ranges					DECA		
JTAGS					DODDS		
631 AMS					DAPS		
					Patriots		
					USMC		

NOTE: If units wish to fund for work request via a contract, they do not have to compete for a priority.

3.4. Work requests that have been assigned a RAC 1, 2, 3 or FSD 1 or 2 will be worked into the work order system for accomplishment. All RAC 4 or 5 and FSD 3 or higher is routine work and must be prioritized by the responsible group.

4. New Construction: New construction can be defined as work required to modify, add to, or otherwise alter the existing facility. Example: installing new walls, relocating real property installed equipment, cutting doorways, installing additional lighting, etc. When new construction is required in a facility, an AF Form 332 MUST be submitted. Read those directions carefully and follow them completely. To request construction, alterations and improvements, self-help work and work required to repair damage where pecuniary liability may be involved, it is very important that the request provide an explicit description of the work to be accomplished and a valid justification of the requirement. The justification must be clear, concise, and factual. Reference to a regulation or IG write-up does not constitute justification by itself. Include a statement to indicate what the effect would be if the work were not accomplished. Occupants or users of the bldg may prepare work requests and forward them to the FM for coordination. Once the AF Form 332 is completely filled out as per attached instructions have your Commander sign and date the form. Turn in your AF Form 332 to PCC for coordination. To ensure all agencies have coordinated on the work request, 51 CES Production Control personnel will ensure representatives from the proper agencies coordinate all requests. This coordination is critical to ensure compliance with prescribed bldg, safety, and environmental policies, regulations, and criteria. Your main agencies for coordination will be Fire Depart-

ment, Base Safety, Environmental, and Bio-environmental. The AF Form 332 will be reviewed by CE for completeness and if satisfactory, will be assigned a work request number. One copy of the form showing this number will be returned to you. When the work request is APPROVED or DISAPPROVED, a second copy of the AF Form 332 will be returned to you with the approval or disapproval signature. If approved, the work request number will become the work order number (WO#). If disapproved, there will be an attached letter stating why the request was disapproved.

4.1. Some Special Points to Remember:

4.1.1. Plan ahead. Major changes in heating and storm windows should be requested in early spring to assure completion by late fall. Changes in air conditioning equipment should be requested in late summer/early fall to assure completion by early spring.

4.1.2. If you are not sure what the work classification (maintenance, repair or new construction) is for your requirement, call the Customer Service Unit.

5. CE Procedures:

5.1. General. This section provides general information on how work requests are classified, processed, and accomplished by CE.

5.2. Work Classification Definitions:

5.2.1. Maintenance. Work to preserve the existing structure or system.

5.2.2. Repair. Work to replace or restore a failed or failing facility or system component.

5.2.3. Construction. Work to erect, add, alter, or modify.

5.3. Direct Scheduled Work Orders (DSW). This is normally work accomplished by one shop. Materials are typically on hand or locally available and there is little or no planning required.

5.4. Work Order. Work involving planning, a variety of trades, many materials, and a relatively high cost. Work orders that have been addressed and prioritized by the Work Order Group Monitors are typically in the system six months. If the estimated timeframe for completion is beyond this timeframe, approval must be received from the 51 CES Commander.

5.5. Recurring Work: For in-house work, each shop foreman has a list of work that requires accomplishment on a recurring basis. Examples are maintenance of heating and air conditioning systems.

5.6. Contracts. Work beyond the scope and/or capability of the in-house work force. This may include maintenance, repair or construction work and custodial and refuse collection services.

6. Self-Help Center and Self-Help Program:

6.1. The Self-Help Center is set up to allow and encourage designated personnel to do certain minor maintenance and repair work on the facilities in which they work without requiring formal approval on AF Form 332. The Base Civil Engineer or his/her designee will set up internal operating instructions to assure proper costing and control of all material issued from the store.

6.2. FMs, commanders, first sergeants, and other authorized personnel are authorized to voluntarily do minor maintenance and repair work on their facilities. They are also responsible for making sure materials obtained from the store are used in the facility for which they are obtained. The use of these materials for other purposes is misuse and will result in disciplinary action.

6.3. The nature of self-help work is painting, replacement of hinges, floor tiles, ceramic tiles, hasps, shower heads, door stops and other like items that do not require the skills of crafts personnel. All electrical and plumbing work, except replacement of shower heads, stoppers and like items, must be accomplished by authorized CE personnel.

6.4. Construction materials may be obtained from the store to do small minor construction projects or minor alteration work to facilities. Work of this type and requests for large amounts of materials must be submitted on AF Form 332. After approval, materials that are not on-hand in the Self-Help Center will be ordered. All materials procured from the Self-Help store must be used only by U.S. government employees.

6.5. Store Location: Bldg 411. Duty phone: 784-8498/5793, hours: 0900-1600, Monday through Friday.

6.6. Procedures:

6.6.1. Only authorized customers will be allowed to use the store.

6.6.2. Customers will show their identification card and tell the store attendant which facility the materials will be used to accomplish the project.

6.6.3. Customers will sign for all materials received from the store.

***NOTE:** When ordering equipment through base supply that will be connected to any utility (i.e., electrical, plumbing, steam etc.), your AF Form 332 must indicate the need for utility support/evaluation. Plungers for unplugging toilets, sinks, drains etc. will be provided by Self-Help Center Manager. All FMs will have at least one plunger per facility.*

7. Self-Help Work:

7.1. Concept: Self-Help was established as a means for organizations to accomplish minor improvements within a facility which would either be unfunded or deferred within the work order priority system due to level of work or limited funding/man-hours by CE. The requester has the option to quickly accomplish work through self-help work. Requests for self-help work are closely reviewed by CES personnel to ensure the requester has the technical ability to complete the work. The FM is responsible for all work done on real property including self-help. More complex work gets detailed reviews before approval to prevent accidents and to determine requester's capability to do the work.

7.2. Self-Help Procedures:

7.2.1. Requests to do self-help work are submitted to Self-Help Center on AF Form 332.

7.2.2. In-house support from the Operations Flight may be authorized, e.g., support of electrical work.

7.2.3. Self-Help materials must meet Air Force Standards.

7.2.4. Self-Help work WILL NOT begin until the requester receives an approved AF Form 332 from CE.

7.2.5. After Self-Help work begins, the work will be inspected by a Self-Help inspector to ensure it meets the scope of the approved project and CE work standards.

8. Service Contracts Section: The Service Contracts Section is responsible for overseeing service contracts around the base. These include refuse collection, custodial services, grounds maintenance, hood and duct cleaning, and appliance maintenance. The FM is in the best position to know what happens in their bldg(s). They should ensure bldg occupants report to them first, prior to going directly to CE or base contracting with complaints. FMs need to contact a Service Contracts representative to review any service contracts performed in his/her facility. FM also needs to be aware of proper documentation for contractor deficiencies. Questions regarding base service contracts should be directed to this section.

8.1. The FM is responsible to the unit commander for cleanliness and appearance of a bldg.

8.2. Janitorial services are provided where authorized. There are certain things that you need to do to ensure the Air Force is getting its money worth in janitorial services performed in your bldg.

8.3. FMs must inspect their assigned bldgs daily or as frequently as services are provided. Each FM should become familiar with AFMAN 64-108. FMs are required to complete, on a daily basis or as services are performed, AF Form 3138, General Purpose. This checklist is used to rate the performance of the contractor at the time services are performed. The FM will send one (1) copy of the completed form to Maintenance Engineering Section (51 CES/CEOE) prior to the fifth (5th) of each month. You should also become familiar with the floor plan, schedule of services, and specifications in the FM folder. If a schedule of services or specifications is not available, contact Maintenance Engineering Section for a copy.

8.4. This office must ensure that items under the contract are being accomplished in a satisfactory manner. CE Quality Assurance Evaluators (QAE) inspect the contractor's performance on random and 100% inspections. It is important for these individual to make accurate and concise inspection. Your help as a FM is critical in that you are our eyes and ears to these contracts. As a FM you should be aware of what service contracts pertain you your facility. Discrepancies should be passed on to our QAEs as soon as possible to correct any unsatisfactory work performance. It is the responsibilities of CE QAEs, FMs, and Contractors to work together and get the service the government is paying for. Good communication between these three personnel will assure we get our money's worth.

8.5. FMs and occupants will not instruct any janitorial employee(s) to accomplish any work. If the employee does not perform the services as scheduled or as the specifications require, the FM will immediately notify Maintenance Engineering Section. The inspector from this section is the only authorized representative capable of discussing the contract requirements with the employee. Any individual directing the contractor's employees to perform any services will be responsible to reimburse the Government for these expenses.

9. Cleaning Guidelines:

9.1. Newly-installed vinyl composite tile flooring should not be cleaned or waxed for seven days after installation.

9.2. A damp mop may be used to clean tile or linoleum flooring; excessive water, however, is not good for the floor.

9.3. Cleaning compounds containing fats, oils, alkalis, gasoline, turpentine, or solvents, ruin floor coverings and should not be used.

- 9.4. A mechanical buffer may be needed to clean floors where re-waxing is not necessary. Always sweep and damp mop before buffing. Buffing without cleaning causes dirt to be ground into the flooring that destroys the surface.
- 9.5. Use adequate protective devices to prevent marking, dents, or other damage to flooring.
- 9.6. Walls may be washed with an all purpose detergent using a large sponge or soft cloth.
- 9.7. Blinds may be washed with an all purpose detergent using a damp sponge.

10. Energy Conservation in Your Building:

10.1. As the FM you are the person responsible for monitoring the energy conservation efforts of your bldg. This isn't as hard as it may seem. You don't need a great understanding of energy technology or any special training. You just need to follow a few simple "common sense" steps to ensure that your facility is within energy regulations and saving as much energy as reasonably possible. The following will help give you an idea of what you need to do to keep your bldg energy efficient:

10.1.1. Know the Energy Publications. AFPD 23-3 and AFI 32-1064 are your main guidelines in energy conservation. Refer to [Attachment 5](#) for additional FMs Energy Checklist.

10.1.2. Keep your facility within the proper temperature settings. AFPD 23-3 gives the temperatures that are allowed by the Air Force for different facilities. Certifiable medical and equipment requirements may warrant otherwise, but only certifiable requirements. If you have questions regarding what's certifiable, direct them to the Energy Conservation Officer (ECO) in Maintenance Engineering. For offices and administrative areas, heat no higher than 68 degrees Fahrenheit and cool no lower than 78 degrees Fahrenheit. For dormitories and housing, heat no higher than 70 degrees Fahrenheit and cool no lower than 78 degrees Fahrenheit. For other areas see AFPD 23-3 or contact the ECO.

10.1.3. The energy conservation goal is for a 1% reduction in facility energy consumption annually.

10.1.4. Turn Off Lights. Turn off lights that are not needed or being used. Encourage others in your area to do the same. Ensure that all lights are off during non-duty hours. Wing upper management often calls commanders and FM after duty hours to have them turn off lights that have been left on.

10.1.5. Be Smart: Look for energy waste. Such things as windows open during times when the heating or air conditioning is on. Check around entryways and windows for cracks that allow air infiltration into your facility. If it's too cold or too hot in your facility, call the Customer Service Unit. If you have energy saving ideas for your facility, submit them to the suggestion office.

10.1.6. Most Important: Keep the people in your facility "energy aware."

10.1.7. Questions? If you're not sure about energy conservation, or would like to discuss your energy conservation program contact the FM ECO. Remember this: Energy dollars SAVED can be converted to Maintenance and Repair dollars and can be used to take care of your facility.

11. Space Utilization and Control:

11.1. FMs must monitor the assigned bldg to ensure that utilization of assigned space does not change without proper approval.

11.2. The Facilities Board (FB) is the channel through which additional bldg space is assigned or currently assigned space is approved for a change in use. The following conditions must be met prior to approval:

11.2.1. Maximum use made of each facility.

11.2.2. The request must be consistent with space requirements in AFI 32-1024.

11.3. Requests will be submitted to 51 CES/CER who will present the request to the Facilities Board Working Group (FBWG). The FBWG will recommend approval/disapproval to the FB. A representative from the requesting organization should attend the FBWG to support the request.

11.4. Procedures for requesting changes in administrative, storage, shop, hangar, or operations space:

11.4.1. If you have a valid requirement for additional space, you should submit a request by letter to RPO (Real Property Officer). Provide the rationale for your requirement and include the name and duty phone of an individual who can work with the CE to validate your request. Also include a recommended solution. The guideline criteria for use of space is contained in AFI 32-1024. The Real Estate Section of CE has copies of this publication and will work with your people to process your request.

11.4.2. After receiving your request, the RPO will validate the requirement. The FB will make the final determination on use of space and any changes in the use of existing space. To maintain control and accountability, no one may alter the use of bldg space or relocate functions within existing space without FB approval. This is essential to ensure our records properly reflect correct usage of existing space and to support future construction.

11.4.3. If you have excess space, you should notify the RPO. We must put forth a concerted effort to allocate our present space effectively and accommodate all of the mission requirements. We cannot afford the luxury of some organizations under-utilizing space while others are so crowded they can't get their jobs done.

12. Building Security. Bldg Security is the responsibility of the FM. You will establish a standard procedure for assuring that your bldg is secure from illegal entry at all times. Combine your security check with fire safety and closing inspection procedures. Post rules for use of your bldg or facility. Be sure to describe security measures and facility admittance after-duty hours. Make it a three-in-one job and if you assign someone else to accomplish this for you, be sure that they know what they are doing and that they do a complete job. Periodically take a walk through your facility. If you find any unprotected equipment, remove it to a secured area if possible or protect it as best you can to prevent theft or vandalism. The use of lighting and fencing can help protect equipment that must be left outdoors or otherwise unprotected. Look for items that might assist a person in gaining entry to your facility. Ladders are an open invitation to look for air vents or other entry points on the roof. Unsecured window air conditioners that can be pulled or pushed through a window should be secured firmly. Items left lying around which can be used to break a window or force open a door should be removed. In addition to security, think crime prevention when inspecting your facility. Security Police Crime Prevention is available to conduct a security survey of your bldg and provide crime prevention recommendations. Security Police Law Enforcement Patrols conduct regular security checks on base facilities. If your facility is found to be NOT properly secured, you will be required to report to that facility immediately to correct the situation. Impress ALL personnel with the importance of bldg security. Without their cooperation, your job as FM becomes a lot harder. If you have any questions concerning bldg security, contact the Security Police Crime Prevention Section,

the Resources Protection Section, or the Law Enforcement desk. A fire protection checklist ([Attachment 6](#)), and fire prevention checklist ([Attachment 7](#)) are enclosed to assist FMs in establishing a viable program.

13. Partial List of Real Property Installed Equipment (RPIE). The following list of RPIE is furnished for guidance purposes only and is not considered to be all-inclusive. Organizational equipment, although installed (that is, bolted or fixed to the structure, with or without utilities connected) is not RPIE. Examples include incinerators, shredders and uninterrupted power supplies.

13.1. Bldg Equipment:

- 13.1.1. Compressors permanently installed under AFR 86-1.
- 13.1.2. Dehumidifiers, built-in, that are not an integral part of an air conditioning system.
- 13.1.3. Built-in household dishwashers.
- 13.1.4. Garbage disposal units.
- 13.1.5. Built-in domestic ranges and ovens.
- 13.1.6. Plug-in stoves and refrigerators in family housing.
- 13.1.7. Elevators, including auxiliary parts.
- 13.1.8. Evaporative coolers, permanently installed.
- 13.1.9. Fans, induced draft ventilating, permanently installed.
- 13.1.10. Heat pumps and other heating units permanently connected to a utility line.
- 13.1.11. Monorail and bridge crane hoist and associated equipment, when permanently installed. Does not include portable or removable hoists.
- 13.1.12. Hydraulic lifts, fixed automotive.
- 13.1.13. Refrigerated, cold storage enclosure.
- 13.1.14. Walk-in refrigeration, built-in, complete with operating unit.
- 13.1.15. Scales, built-in.
- 13.1.16. Paint spray booths, fixed and filter types.
- 13.1.17. Lavatories, closet bowls, urinals, and miscellaneous latrine facilities, equipment or fixtures.
- 13.1.18. Master lock systems.
- 13.1.19. Antennas and Environmental Monitor Control Systems equipment, government owned.
- 13.1.20. Warm air and ventilating air handling units.
- 13.1.21. Range canopies with exhaust systems.
- 13.1.22. Water softeners, household type.
- 13.1.23. Chapel equipment, such as pews, alters, built-in lecterns, and pulpits.
- 13.1.24. Theater seats secured to the floor and fire screens in Air Force theaters.

- 13.1.25. Theater seats bolted to the floor in briefing rooms.
 - 13.1.26. Large stage and school auditorium curtains that are opened electrically or mechanically. Army Air Force Exchange Service (AAFES) has retained ownership in Air Force theaters.
 - 13.1.27. Playground equipment that is permanently sited and fixed to real property. Includes such items as slides, swings, seesaws, and similar equipment. The equipment is accounted for under Miscellaneous Recreational Facilities.
 - 13.1.28. Bowling alley lanes, approaches, and ball returns. These are accounted for as part of the bldg.
 - 13.1.29. Installed carpet (wall to wall) or carpet tile when installed on initial floor finish of the bldg or part thereof.
 - 13.1.30. Packaged air conditioning, including window units, except where non-appropriated fund activities are authorized to retain accountability.
 - 13.1.31. Sauna baths that are included as construction items of the bldg.
 - 13.1.32. Cathodic protection systems.
- 13.2. Exterior Utility Distribution, Storage, and Protective Systems:
- 13.2.1. Pumps, liquid dispensing, installed.
 - 13.2.2. Transformers, street or electric lighting, complete with switch.
 - 13.2.3. Fire hydrants and water hydrants.
 - 13.2.4. Heat distribution systems, including manholes and pump enclosures.
- 13.3. Plants:
- 13.3.1. Built-in air conditioning units, including cooling towers, pumps, controls, etc., air handling units, water chillers, chilled water handling units, chilled water circulating pumps, piping and valves, and all other equipment necessary for the functional operation of the plant.
 - 13.3.2. Pumps, piping valves, control tanks, etc., necessary for functional operation of water treatment plants and pumping stations, sewage and industrial waste treatment plants and pumping stations.
 - 13.3.3. Boiler and auxiliary equipment, such as meters, valves, controls, tanks, pumps, gauges, instruments, etc., necessary for functional operation of a heating or boiler plant (including manholes and pumps).
 - 13.3.4. Air compressors, tanks, pipes, valves, controls, etc., necessary for functional operation of the plant.
 - 13.3.5. Cold storage equipment, such as refrigeration, compressors, pipes, valves, tanks, controls, etc., and all other equipment necessary for functional operation of the storage plant.
 - 13.3.6. Generators, fixed nonportable. Electric power generating units, 50 to 60 cycle, necessary to satisfy power systems requirement according to criteria of AFR 91-4 and AFM 88-15.
 - 13.3.7. Water softeners-all types.
 - 13.3.8. Chlorinators.

14. Real Property Similar Equipment (RPSE). RPSE is non-RPIE structures and equipment deployed or permanently assigned to an installation as facility substitutes that support a MAJCOM mission. RPSE is not considered real property, as accountability will be strictly in the control of the user. Civil Engineering support for RPSE should be provided according to a memorandum of understanding with the owning organization, reimbursable, and subject to man-hour availability. Recurring requirements should be addressed and negotiated for contractual support. Examples include (but are not limited to):

- 14.1. Hush Houses (suppressed system). Baffles, water systems.
- 14.2. Aircraft Shelter (unsuppressed). Foundation and utilities, i.e., only existing RPIE.
- 14.3. Tactical Shelter Systems (TSS).
- 14.4. Transportable Collective Protection Systems (TCPS).
- 14.5. Survivable Collective Protection Systems (SCPS).
- 14.6. Transportable Blood Transshipment Center (TBTC). Ice machines, refrigeration system.
- 14.7. Chemically Hardened Air Transportable Hospital (CHATH). Generation, ECU, refrigeration system, heating, water supply, sanitation.
- 14.8. KMU-450 Chemical Protection System.
- 14.9. Vans, mobile and tactical, in Garrison.
- 14.10. Stress tension shelters (Example: Porta Mods).
- 14.11. System furniture (pre-wired work stations only; user is custodian and primary maintenance OPR).
- 14.12. Avionics Mobile System. A/C and utilities.
- 14.13. Uninterruptible power supplies (UPS)

15. Facility Manager's Records.

15.1. The records you keep are the only chronological history of your bldg. They tell CE what has happened to your facility throughout the years. A review of your FM's records file provides trends in maintenance and repair requirements. It can identify potential problem areas so CE can correct them before they become major problems. These records also tell us when it is time to start thinking "new construction" rather than "maintenance and repair."

15.2. We suggest you establish your FM's records file using a six-compartment file folder or a standard three-ring binder. Set up your file in this order:

- 15.2.1. FM guide.
- 15.2.2. FM register.
- 15.2.3. Work request register.
- 15.2.4. Key control register.
- 15.2.5. Miscellaneous records.

15.3. The miscellaneous records section of your file is not an official record. It simply provides a place for you to keep various papers concerning your facility and the work being done on it. These are

temporary records and can be discarded when no longer needed. If you have any questions on set up or maintenance of your FM's records, contact the 51 CES/CEOEW, Production Control Center for assistance.

16. Terms Explained:

16.1. Primary Facility Manager. A person having the primary responsibility for specific real property. This person is concerned with the care, custody, and protection of the assigned real property. He or she serves as the point of contact for their organization or staff agency for services required from CE.

16.2. FM Alternate. The person assigned to assume full responsibilities in the absence of the Primary FM.

16.3. Production Control Center (PCC). The office in CE which is responsible for managing the FM program. The PCC contains the Customer Service Unit and the Service Call function during duty hours. The PCC also manages all in-house work orders.

16.4. Customer Service Unit (CSU). The Customer Service Unit helps customers who need work done or who need the status of requested work. The single point of contact between the customer and CE.

16.5. Facility Board. A board made up of the Wing Commander, Support Group Commander, Base Civil Engineer, and the chief of each major staff function. It provides corporate review and judgment on real property bldgs.

16.6. New Construction. Putting something there that isn't there now (i.e., a new door, wall, or outlet).

16.7. Real Property. Includes lands and interests therein, bldgs, structures, improvement and appurtenances thereto, warehouses, rights-of-way, easements, and permanently attached improvements. It does not include machinery, equipment, or tools not affixed to any such lands or bldgs or removed from them.

16.8. Real Property Accountable Officer. The US civilian having accountability for all facilities on Osan Air Base, Collocated Operating Eases, and assigned sites. The Chief, Real Estate Management Section, Osan AB, serves as Real Property Accountable Officer.

16.9. Real Property Installed Equipment (RPIE). Those items of government-owned accessory equipment, apparatus, and fixtures permanently attached to, built in, or built on government-owned real property and aiding in its function. (See Paragraph 13.)

16.10. Real Property Similar Equipment (RPSE). Non-RPIE structures and equipment deployed or permanently assigned to an installation as facility substitutes. (See Paragraph 14.)

16.11. Self-Help Work. Work falling under a CE responsibility but done by the requesting or using organization with donated labor or materials (or both).

16.12. Service Call. A "24-hour-a-day, 7-day-a-week" service designed to receive, authorize, and respond to EMERGENCY work only. Key telephone numbers are provided at [Attachment 8](#).

ROBERT R. DIERKER, Brigadier General, USAF
Commander

Attachment 1

SAMPLE OF FACILITY MANAGER ASSIGNMENT LETTER

(Date)

MEMORANDUM FOR 51 CES/CEOEW

FROM: (Requesting Organization/Office Symbol)

SUBJECT: Appointment of Facility Manager

The following personnel are appointed the positions of primary and alternate Facility Managers for Bldg:

Primary: (Name, last, first, MI, Rank, Duty Phone, Home Phone, DEROS)

Alternate: (Name, last, first, MI., Rank, Duty Phone, Home Phone, DEROS)

[Signature of Organization Commander]

Attachment 2**MAINTENANCE CHECKLIST****A2.1.** As required:

- A2.1.1. Police grounds.
- A2.1.2. Remove ice and snow from stairs and walkways.

A2.2. Weekly: Cut grass as required during the growing season to a minimum height of two inches. It is the responsibility of the FM to obtain all grass cutting and snow removal equipment. CE is not responsible for loaning or repairing of tools and equipment.

- A2.2.1. Tighten or replace screws, and oil the mechanism on door hardware and panic bar latches.
- A2.2.2. Fasten loose tread nosing and tighten handrails on stairs. Keep stairs clear of unnecessary objects which may cause accidents.
- A2.2.3. Inspect light fixtures for proper bulb size and replace with proper size if necessary.
- A2.2.4. Ensure fuel tank fill caps are closed and locked on all generators and heating fuel tanks. Unauthorized caps are not allowed on fuel tanks.
- A2.2.5. Inspect trash enclosure for cleanliness and serviceability. If trash enclosure is shared with other facilities, a rotational inspection schedule should be mutually agreed upon. Report all problems with trash collection to CE Maintenance Engineering.

A2.3. Monthly:

- A2.3.1. Check windows for damage or loose glass. Check screens for damage.
- A2.3.2. Inspect for loose and damaged door and window casings.
- A2.3.3. Renail loose baseboards or moldings.
- A2.3.4. Drive loose nails and tighten screws on doors and windows as required.
- A2.3.5. Inspect walls and ceilings for loose or broken plaster or gypsum.
- A2.3.6. Inspect tile floors for loose tiles.
- A2.3.7. Tighten loose cabinet fastenings, replace missing hardware, oil hinges and lock mechanisms.
- A2.3.8. Inspect sidewalks for cracks and sunken walkways. Remove weeds from in and around sidewalks.

A2.4. AF Form 1219 for dormitory FMs:

A2.4.1. Routine Maintenance repair work can be annotated on the AF form 1219. This form is used to record minor routine repairs that do not need to be called in at service call. The repair work listed under this form will be performed by the CE Fix IT Team on a regular scheduled basis. Dorm FMs will be provided with a bldg schedule to plan ahead of the visit. If you have just taken over as FM and do not have a schedule, please contact the CE Customer Service desk and we will provide you with the latest schedule.

A2.4.2. Reminder, if you have a job that needs immediate attention please call it in. The AF Form 1219 is only for Routine work that you feel need not be classified as an emergency or urgent.

Attachment 3**REAL PROPERTY CHECKLIST**

A3.1. Are the following items in good repair and operating conditio

A3.1.1. Doors.

A3.1.2. Windows.

A3.1.3. Glass.

A3.1.4. Lights.

A3.1.5. Plumbing equipment.

A3.1.6. Heating equipment.

A3.1.7. Ventilating equipment.

A3.1.8. Air conditioning equipment.

A3.2. Are the following items free from unauthorized work?

A3.2.1. Electrical equipment.

A3.2.2. Heating equipment.

A3.2.3. Ventilating equipment.

A3.3. Is self-help work approved by CE?

A3.4. Is janitorial service work satisfactory?

A3.5. Are all doors and windows secured in the daily closing procedures?

A3.6. Is policing of grounds done daily?

A3.7. Are motor vehicles parked off grassed or seeded areas?

A3.8. Are plants and shrubs being given proper care, i.e. properly trimmed, watered, and free of garbage and debris? Is watering of lawns done only in seeded or sodded areas? (No watering is authorized in other areas.)

A3.9. Is hand watering done only with a spring-activated nozzle?

Attachment 4

FUEL TANK INSPECTION CHECKLIST FOR FUEL TANK CUSTODIANS

- A4.1.** Is the fuel tank cap closed and locked?
- A4.2.** Can the fuel tank be locked?
- A4.3.** Is "No Smoking Within 50 Feet" in English and Hangul indicated on or near the tank?
- A4.4.** Is the type of fuel indicated?
- A4.5.** Is the tank painted? (Corrosion Control).
- A4.6.** Is there evidence of fuel leaks?
- A4.7.** Are there additional valves that would allow fuel to be removed?
- A4.8.** Does the tank have a venting system?
- A4.9.** Is the tank grounded.
- A4.10.** Is the tank located within a dike to contain any spilled fuel?
- A4.11.** In case of a serious fuel spill or leaking fuel tank, contact the CSU immediately. CSU will contact the Environmental Flight, Fire Department, and Liquid Fuels Shop for immediate response and clean-up.

Attachment 5

FACILITY MANAGER'S ENERGY CHECKLIST

A5.1. This is a guideline for you to use in assessing and improving the energy efficiency of your facility. Of course you can't do all the work or repairs yourself, but with the help of Civil Engineers and the Base Facility Energy officer you can get your facility up to Air Force energy standards with just a little work on your part.

A5.1.1. Lighting: Remove all unnecessary lights in halls, utility rooms and outside. Replacing a 150 watt flood light with the new 75 watt ER type will save \$15.00 per year. Replacing old fluorescent bulbs with newer high efficiency bulbs can also save money with no loss in lighting.

A5.1.2. Set up a regular maintenance schedule for time clocks that control lights and heating/air conditioning equipment. Be sure that these clocks are reset after each power outage.

A5.1.3. Occasionally, walk through your facility late at night. Look for lights left on and things that "sound" like they might be using energy needlessly (hissing, humming and fans). If you find something that might need to be repaired, call CE.

A5.1.4. Where outside lighting is necessary, be sure that photoelectric cells are used to turn them on and off automatically. Inspect regularly to ensure that no outside lights are left on during the day.

A5.1.5. Keep lighting fixtures clean. This ensures that you're getting all available light without dust, dirt or other debris blocking the way.

A5.1.6. If you need fluorescent lights removed, have an electrician disconnect the ballast. Ballasts still consume power even if light bulbs are not plugged installed.

A5.1.7. Replace outside lights with lights of lower wattage where practical.

A5.1.8. If your facility has incandescent lighting, consider converting to fluorescent. Fluorescent lighting uses less than 1/2 the energy of conventional bulbs.

A5.2. Hot Water: Be sure the hot water in your facility is not too hot. AFPD 23-3 requires that hot water not exceed a temperature of 110 degrees F in most facilities. Energy will be saved in reduced heat losses in the distribution system and in a reduction of the cold water used to cool the hot water used by personnel. For the specific temperature setting consult AFPD 23-3, or ask the FM ECO.

A5.2.1. If you suspect the controls for your hot water system are not working properly, have them checked.

A5.2.2. Check your hot water pipes to be sure that all pipes are insulated. If not, they need to be.

A5.2.3. Have water leaks repaired. A leak that can fill a coffee cup in ten minutes wastes over 3,200 gallons of water a year.

A5.3. Heating, Ventilation, and Air Conditioning (HVAC): There are many factors that, if ignored, will reduce the efficiency of an HVAC system. Among these are dirty coils and filters, infiltration, improper thermostat settings, unoccupied operation of HVAC system, and improper balancing. Balancing of the HVAC system is disrupted mainly by two causes. First, the unauthorized adjustment of the balancing

damper louvers at the air supply diffuser. Second, open windows. Both can cause additional heating or cooling to the rest of the bldg that shares the same HVAC system.

A5.3.1. Close all windows. If the temperature in any room is unusually high or low, contact the CE Customer Service Unit.

A5.3.2. Never run exhaust fans when bldgs are unoccupied.

A5.3.3. Keep surfaces of radiators, convectors, baseboards, and finned tube heaters clean for efficient operation.

A5.3.4. Set thermostats in offices and recreation rooms to 68 degrees F in winter and 78 degrees F in summer. (AFPD 23-3)

A5.3.5. Clean filters and coils in window units.

A5.3.6. Turn off air conditioning in bldgs that are unoccupied or while they are unoccupied. During winter, set thermostats back to 55 degrees F while bldgs are unoccupied. Again, consult AFPD 23-3 for specifics.

A5.3.7. Remove obstructions that restrict free flow of air through heating and air conditioning vents and returns.

A5.3.8. If you suspect that your bldg HVAC system is not properly balanced or adjusted, or that it may need some repair, contact the CE Customer Service Unit.

A5.3.9. If a room is no longer being used, have CE close off the air ducts and balance the system.

A5.3.10. Inspect thermostats AT LEAST twice a week. If your thermostats are within reach of the occupants they will be tampered with. Post temperature settings near the thermostats. If you have a continuing problem maintaining thermostat settings, have a locking cover installed over the thermostat to prevent tampering.

A5.3.11. Avoid any unnecessary cooling in the summer. Cool only when needed and never below 78 degrees F (certifiable medical and equipment requirements may warrant otherwise).

A5.4. Self-Help: CE may find it difficult to do all your energy retrofits in a timely manner. This is where you as the FM can obtain the support of your commander to do some of the work in-house using the Self-Help program. Of course you can't do all the work yourself, but you can do a large part of it by repairing and replacing weather stripping, leaky faucets, setting thermostats, and adjusting hot water temperatures. If you need assistance to identify areas that need attention with respect to energy, call on the ECO. The ECO will be more than happy to assist you in any way possible to conserve energy.

Attachment 6**FIRE PROTECTION CHECKLIST**

A6.1. FACILITY MANAGERS are responsible to their unit commanders for the fire-safe condition of each facility under their jurisdiction.

A6.2. The FM, or a responsible person appointed by the FM, will accompany the Fire Inspector during scheduled fire prevention inspections and initiate immediate corrective action of fire hazards noted during inspection.

A6.3. If fire hazard discrepancies noted by the fire inspector require the services of CE craftsmen and women, initiate an AF Form 332 immediately. All AF Form 332's must be coordinated with Technical Services to include Self-Help requests.

A6.4. FMs will be expected to have a thorough working knowledge of their duties and responsibilities for maintaining a fire-safe facility. These duties and responsibilities are outlined in AFI 32-2001.

A6.5. REMEMBER your five "PRIME" duties:

- "P" Promote fire safety.
- "R" Report all fires.
- "I" Inspect for fire hazards.
- "M" Monitor to ensure your people are practicing fire safety.
- "E" Examine their knowledge of fire safety procedures.

A6.6. If a fire occurs, go into your "ACTS":

- "A" Alarm bell, siren, voice.
- "C" Call the Fire Department.
- "T" Take everyone out of danger.
- "S" Show the firemen where the fire is.

A6.7. Anytime you have questions concerning fire prevention, call Technical Services Section, Fire Protection Flight.

A6.8. Fire Prevention: FMs are responsible to their unit commander for fire safety in bldgs under their jurisdiction. Post a copy of this pamphlet in a conspicuous place inside the bldg. FM responsibilities include but are not limited to the following:

A6.8.1. Fire prevention inspections:

A6.8.1.1. The AF Form 1487 will be used to document all fire hazards noted during fire prevention inspections. If you cannot correct all fire hazards and return the Fire Hazard Report within the suspense date indicated, please notify the Fire Department, Technical Services Section for assis-

tance or guidance. All hazards with a Code of 1, 2, and 3 that have not been corrected within 30 days will be reported on AF Form 3 and copies will be sent to Wing Safety (SE), Fire Department (CEFP), and Environmental Health.

A6.8.2. Fire Deficiency Codes (FD):

A6.8.2.1. Regrettably, some facilities are designed and constructed without regard to required fire safety features. This usually occurs through oversight or a lack of construction dollars. When these deficiencies are finally discovered they must be programmed for correction. In particular existing facilities which were constructed years ago and not provided with fire suppression or detection systems cause serious concern throughout the Air Force. However, one thing is quite clear, these Fire Deficiencies (FDs) are quite manageable.

A6.8.2.2. AF Form 1487 is used to identify FDs to the FM and his/her supervisor. Specifically, FDs are identified on AF Form 1487 by a fire inspector who fully describes the FD and the specific action required for correction. If an AF Form 332 is required to correct a fire deficiency for code 1 or 2 FDs, the fire department will accomplish the AF Form 332 to ensure the deficiency and corrective action(s) are adequately described and justified. It is signed by the responsible functional manager or commander and submitted to CE for programming. The FM will be provided with a copy of the AF Form 1487 and AF Form 332, if generated, for his/her records.

A6.8.2.3. CODE I: A severe deficiency that would result in a catastrophic loss of mission capability, facility or contents, or high loss of life.

A6.8.2.4. CODE II: A serious deficiency that would have a significant impact on mission capability, facility or contents, or a significant probability of loss of life.

A6.8.2.5. CODE III: A deficiency they may constitute a risk to life or property.

A6.8.2.6. CODE IV: A deficiency that may contribute to only minor damage or slight risk to personnel.

A6.8.2.7. CODE V: A deficiency that has little impact on personnel, facilities, or contents.

A6.8.3. Operating Instructions (OI): Develop an appropriate OI to be followed by all personnel in case of fire. These OIs will be coordinated through the unit commanders and the base fire chief, and can be used to examine the knowledge of your personnel in regards to fire reporting procedures.

A6.8.4. Fire evacuation plans: Develop and post fire evacuation plans for bldgs where the means of egress is not visible.

A6.8.5. Fire extinguishers:

A6.8.5.1. FMs are responsible to see that fire extinguishers are sealed, kept in serviceable condition, and in readily accessible or marked locations at all times. FMs must ensure this equipment is not moved, for any purpose other than firefighting, and all personnel under their jurisdiction are familiar with the location and proper use.

A6.8.5.2. When fire extinguishers have been used, accidentally discharged, have broken seals, require testing, or become inoperative for any reason, a member of the using organization must transport the extinguisher to the fire extinguisher maintenance shop for exchange for a serviceable unit.

A6.8.5.3. Fire extinguishers will not be used for any purpose other than fighting fires. They must be protected from damage, securely mounted in an accessible place, and kept in good operating condition at all times.

A6.8.5.4. Unit commanders having jurisdiction over bldgs and areas, including aircraft maintenance and parking areas, will assume responsibility for fire extinguishers located in their respective areas. Establish procedures to hold persons liable for damage to extinguishers due to negligence or willful acts.

A6.8.6. Enforce safe smoking habits and make sure that smoking is permitted only in safe areas and designated smoking areas. Make sure that receptacles are provided and used in areas where smoking is permitted.

Attachment 7**FIRE PREVENTION CHECKLIST**

A7.1. Check fire extinguishers, standpipe hose, fire doors, panic hardware, fire exit lights, and so forth, to make sure they are all in proper working condition.

A7.1.1. Pressurized water extinguishers:

A7.1.1.1. Check for accessibility.

A7.1.1.2. Check for physical damage, corrosion and cleanliness.

A7.1.1.3. Check the pressure gauge for proper operational pressure.

A7.1.1.4. The safety pin for proper installation.

A7.1.1.5. Check the hose for damage and cracks.

A7.1.1.6. Check the nozzle for obstructions and damage.

A7.1.1.7. Keep a maintenance log to track all inspections (by user).

A7.1.2. Dry Chemical extinguishers:

A7.1.2.1. Check for accessibility.

A7.1.2.2. Check for physical damage, corrosion, and cleanliness.

A7.1.2.3. Check the nozzle for obstructions.

A7.1.2.4. Check the gauge for proper operating pressure.

A7.1.2.5. Check the safety pin for proper installation and ensure it is sealed. NOTE: If pressure gauge is installed and pressure gauge reading is accurate for proper operation, a sealing wire is not required.

A7.1.3. 150 lb. halon extinguishers:

A7.1.3.1. Check for accessibility and positioning.

A7.1.3.2. Check for physical damage, corrosion, and cleanliness.

A7.1.3.3. Check the nozzle for obstructions and operation.

A7.1.4. Check the gauge for proper operating pressure.

A7.1.5. When a fire alarm sounds, make sure all personnel leave the facility quickly.

A7.1.6. Enforce sound fire prevention practices, both in and outside of assigned bldgs and areas.

A7.1.7. When a fire lane is blocked by a vehicle or other obstruction, call the Security Police at once.

A7.1.8. Make sure exits are not blocked in any way.

A7.1.9. Check for proper signs on doors (such as "DOOR BLOCKED").

A7.1.10. Check the bldg and area for safe housekeeping practices.

A7.1.11. Use only extension cords of a type and size approved for the use to which they will be subjected. Where extension cords are necessary for operating low-amperage equipment such as office

equipment, deck lamps, etc., the extension cord will be of adequate amperage rating and will be continuous lengths without splices. It is recommended that "power strips" with circuit breakers be used instead of extension cords.

A7.1.12. Make sure vegetative growth around the bldg is policed and trimmed at all times.

A7.1.13. Check for improper use and storage of flammable liquids. All flammable liquids MUST be stored in approved flammable storage lockers.

A7.1.14. Check for improper storage of cleaning compounds.

A7.1.15. Check for improper use of heating appliances or electrical appliances.

A7.1.16. Dormitories: When inspecting dormitories, commanders and representatives of units will:

A7.1.16.1. Check panic hardware on all exit doors for proper operation.

A7.1.16.2. Ensure door closing devices are in place and operational.

A7.1.16.3. Make sure no exits are blocked in any way.

A7.1.16.4. Check exit lights for proper operation.

A7.1.16.5. Make visual inspections on fire extinguishers.

A7.1.16.6. Make sure no combustible items are kept or stored under or behind stairways. All combustible items MUST be stored in an approved flammable storage lockers.

A7.1.16.7. Check for missing and damaged fire protection devices. Contact the Technical Services Section at once when any discrepancies are noted concerning these devices.

A7.1.16.8. Check for any evidence of frayed, deteriorated, spliced or tampered electrical wiring. If found, discontinue use and have them fixed at once to prevent an electrical fire.

A7.1.16.9. Make sure no one is using fish nets or similar material for decorating ceilings. This is a serious fire hazard. A small spark from a cigarette lighter could cause the rapid spread of a fire.

A7.1.16.10. Make sure a clearance of 18 inches is kept around each detector at all times.

A7.1.16.11. Ensure electrical wiring is not stapled, thumb-tacked, or nailed to the wall.

A7.1.16.12. When using coffee maker, make sure it is on a noncombustible surface and has adequate air clearance. Coffee maker will be disconnected after use.

A7.1.16.13. Ensure no one keeps more than one pint of flammable liquid (lighter fluid, starter fluid for model airplanes, etc.) in their room. Also, make sure users keep flammable liquid containers away from all heat sources and observe safety precautions at all times.

A7.1.16.14. Ensure no smoking material is discarded in waste receptacles.

A7.1.16.15. Ensure waste receptacles are of a noncombustible type and they are emptied at least daily (or more often if waste collection warrants).

Attachment 8

KEY TELEPHONE NUMBERS

FIRE, SECURITY POLICE DESK, AMBULANCE SERVICE	911
HOSPITAL EMERGENCY ROOM	784-2500
WING SAFETY	784-1842
CABLE TV, TELEPHONE REPAIR	784-4117
FUELS MANAGEMENT	784-4062
FUELS CONTROL CENTER (DELIVERIES)	784-5631
CIVIL ENGINEER KEY TELEPHONE NUMBERS:	
COMMANDER, OPERATIONS FLIGHT	784-4145
CSU, PCC	784-4304/784-5732
SERVICE CALL FUNCTION	784-5395/6226/5254
SELF-HELP STORE	784-8498
APPLIANCE REPAIR	784-4304/6226
REAL ESTATE MANAGEMENT	784-6955
ENGINEERING	784-6601
CONSTRUCTION MANAGEMENT	784-4458
ENVIRONMENTAL MANAGEMENT	784-4272
ENERGY CONSERVATION OFFICER (ECO)	784-6644
FIRE PROTECTION	784-4710
FIRE DEPART, FIRE EXTINGUISHER MAINT SHOP	784-4862
HOUSING ASSISTANCE	784-5317
FURNISHINGS MANAGEMENT OFFICE	784-5181
MAINTENANCE ENGINEERING (SERVICE CONTRACTS)	784-6644