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Real Property Management

BUILDING MANAGERS PROGRAM

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This pamphlet provides specific standardized procedures for designating and helping all Building Managers assigned to McChord AFB. It gives procedures to follow in executing daily duties and should be made available for quick reference. Refer to it often. It applies to all organizations on McChord AFB.

1. REFERENCES.

- 1.1. AFI 32-1031 Operations Management
- 1.2. AFI 32-1021 Planning and Programming Facility Construction Projects
- 1.3. AFI 32-1022 Planning and Programming Nonappropriated Fund Facility Construction Projects
- 1.4. AFI 32-1032 Planning and Programming Real Property Maintenance Projects Using Appropriated Funds
- 1.5. AFI 32-6002 Family Housing Planning, Programming, Design and Construction
- 1.6. AFI 32-9005 Real Property Accountability and Reporting
- 1.7. 62 AWR 91-3, Maintenance of Grounds
- 1.8. 62 AWR 92-1, Base Fire Prevention Program

2. BUILDING MANAGER PROGRAM: Under the guidelines of the Air Force 32 Series (Civil Engineer) publications, the organization commander is responsible for the care, custody, and protection of assigned real property. As the Building Manager, you are the civil engineer's (CE) official contact when your building needs maintenance and repair.

- 2.1. Assignment/Termination:

2.1.1. All facilities on McChord AFB are assigned to individual unit commanders as approved by the Facilities board IAW AFI 32-9005. The unit commander assumes the responsibility for all facilities used by the organization and the Real Property Installed Equipment (RPIE) therein.

2.1.2. The organization commander will designate, in writing, a primary and alternate building manager for each facility or structure used primarily by his or her organization. The primary and alternate building managers will be an officer, NCO, or civilian and have at least 18 months retainability at the time of appointment.

2.1.2.1. The duty location of the primary and alternate building managers should be the building for which appointed, unless the building is unoccupied. In multi-purpose buildings, the major user is assigned as the primary building manager. Any other organization using a portion of a multi-purpose facility may be appointed by the primary user as an alternate building manager for its own area. Alternates should coordinate all actions with the primary building manager. By doing this, the primary building manager will be able to keep track of what is being done in the facilities.

2.1.2.2. Letters of appointment will include rank, name, duty and home telephone numbers, organization, and buildings for which they are responsible. Send letters of appointment to the 62d Civil Engineer Squadron (62 CES) Customer Service Section (CEOCS). Include a privacy act statement.

2.1.2.3. CE customer service section will maintain a listing of the primary and alternate managers for each building or structure.

2.1.2.4. If you are a building manager of a tenant organization of McChord AFB, CE will provide maintenance support. A copy of your host-tenant agreement should be on file in your organization. If you cannot find a copy, call the 62 CE Real Estate Office. The host-tenant agreement will tell you about support you can expect from CE. If you have any questions or problems, contact the Real Estate Office at extension 4-5448.

2.1.2.5. Building managers, at the time of permanent change of station (PCS), redesignation, or transfer to another location, will obtain clearance with CE customer service. Ten workdays prior to the termination of the departing building manager's clearance, the organization commander will appoint a replacement and send a letter of appointment to CE customer service.

2.2. Training. CE customer service will conduct training for newly appointed building managers. Attendance is mandatory.

2.3. Signature/Responsibilities. The organization commander is required to sign a McChord AFB Form 10, Real Property receipt. This form acknowledges acceptance of responsibility for facilities and related real property that have been assigned to them. The real property office (62 CES/CERR) will complete the McChord AFB Form 10 in an original and one copy. The original will be filed in the real estate office and the copy will be given to the commander.

2.4. File Maintenance. The records you keep will give you, civil engineers, and your successor, a chronological history of your building. They provide trends in maintenance and repair requirements and identify potential problem areas so civil engineers can correct them before they become major problems. They may also indicate the necessity to program replacement of a facility by new construction.

2.4.1. The building manager's file is maintained by the primary building manager. The file will contain the following items in the sequence listed and will be disposed of IAW AFMAN 37-139.

Tab A, Building Manager's Log: Use AF Form 3132, General Purpose Form, and include work order number, work description, date called into Service Call desk, current status, completion date, remarks

Tab B, Suspense Actions

Tab C, Key Control Register

Tab D, Applicable Regulations, Letters of Appointment, Certificates of Training, and McChord AFB Forms 10

2.4.2. Building management is most often an additional duty, so we recommend you keep a continuity folder. This folder is especially critical when a building manager is replaced. It should include any notes on local procedures and applicable minutes of meetings.

2.5. Forms Prescribed.

McChord AFB Form 10, Real Property receipt

McChord AFB Form 26, Building Security

AF Form 332, Civil Engineer Work Request

3. FACILITY WORK ACCOMPLISHMENT.

3.1. Civil Engineer Overview: CE is essentially a service organization. Their primary purpose is to support the mission by providing utilities, maintenance, and repairs; making alterations to existing facilities; constructing new facilities; and providing fire protection. Keep in mind, however, that while the MISSION always comes first, PEOPLE are the most important ingredient to accomplishing the mission. CE will always try to be responsive to your requirements.

3.2. Terms: Following are some of the terms used in determining how facility work must get accomplished. If they seem a bit confusing, it's because the system we have to work within is complicated. Don't worry; all you as the building manager have to do is identify and prioritize the work required; Civil Engineers will take it from there and identify the method of accomplishment.

3.2.1. Facility Types: The reason facility type is important is that it drives *what type* of funding must be used to pay for the work. Facilities may be categorized into one of three types, depending on the type of funding used to construct them. The facility types are Family Housing Facilities, Appropriated Fund Facilities and Nonappropriated Fund Facilities.

3.2.1.1. Family Housing Facilities include facilities and utilities that are either used exclusively by installation Family Housing residents or directly support family housing residents. These include Dwelling units; Support facilities such as the Family Housing Management Office, Warehouses, and Maintenance facilities; Community facilities used exclusively by Family Housing residents; and Pavements and utilities used exclusively by Family Housing residents.

3.2.1.2. Appropriated Fund Facilities essentially include activities that are somehow connected to the mission or mission support. These can be divided into the following groups:

3.2.1.2.1. Mission Facilities: Facilities that are utilized in mission activities, or that support the mission of the installation. Examples are airfield pavements, communications

facilities, audiovisual facility, squadron operations facility, air freight terminal, aircraft maintenance facility, vehicle maintenance facility, civil engineer maintenance shop, and wing headquarters.

3.2.1.2.2. Personnel Support Facilities: Community facilities essential to the military and dependent population. Examples are dormitories and dining halls, clothing sales stores, fire stations, education centers, post offices, chapels, and dependent school facilities.

3.2.1.2.3. Mission Sustaining Recreational Facilities: Facilities necessary to promote the physical and mental well being of military personnel. Examples are physical fitness centers, recreation centers, libraries, and child development centers.

3.2.1.3. Nonappropriated Fund Facilities: The third category of facility is facilities housing Nonappropriated Fund (NAF) activities. These activities generate revenue through operations such as:

Army and Air Force Exchange Service (AAFES) activities. There are the Base Exchange (BX), and other resale outlets.

Morale, Welfare and Recreation (MWR) and lodging activities, which are managed by the base Services organization. Clubs, skills development centers, bowling centers, youth centers, golf courses, and Temporary Lodging Facilities (TLFs) are examples of their operations.

Privately-Owned activities such as banks and credit unions.

3.2.2. Work Classification: Work classification describes the nature of the work being accomplished on a facility. The reason work classification is important is that it is a major factor in determining *who must authorize* the work. In broad terms, the work is either classified as Maintenance, Repair, or Construction.

3.2.2.1. Maintenance preserves the facility, preventing deterioration to the point of failure.

3.2.2.2. Repair restores systems and components that have failed or are nearing the end of their useful life. For many facilities it also involves work to restore safe, effective and economical support of current missions.

3.2.2.3. Construction is adding to, enhancing, or building new facilities. Local authority to do this work is much more limited than for maintenance and repair.

3.2.3. Cost: The estimated cost of the work. Together with work classification, cost is another main factor in determining who has to authorize the work.

3.3. Funding Avenues: One way to understand how Civil Engineers do facility work is according to the type of funding that must be used to pay for it. You can think of these as *funding avenues*. Knowing the type of facility, the class of work, and the estimated cost of the work will determine what specific type of funding we must use to pay for its accomplishment.

3.3.1. Operations and Maintenance (O&M) Funding: This is base's operating fund. We usually have easy access to it, and so it can be used on a lot of our facility maintenance and repair requirements, and, to a limited extent for *minor construction* work on appropriated fund facilities.

3.3.2. What it can be used for: Maintenance and repair, and a limited amount of minor construction

3.3.2.1. Typical types of O&M:

Regular Air Force O&M

Medical O&M: for Medical Group's facilities

Air Force Reserve O&M: for AFRES facilities

3.3.3. Transportation Working Capital Fund (TWCF) Funding: Similar to O&M, except exclusively for use on specific facilities that directly support the mobility mission. A specific list of facilities authorized TWCF funding is approved by TRANSCOM and is maintained by the base comptroller (62 CPTS) and CE Real Estate Office (CERR).

3.3.4. Military Construction (MILCON) Program: Construction projects exceeding O&M authority (i.e., if we can't use O&M we try for MILCON). CE must identify ahead of time where every dollar is going to be spent, and your project must be submitted to congress, through proper channels, for approval and funding. CE will prepare the DD Form 1391, FY 19__ Military Construction Project Data, to request authorization and appropriation of MILCON funding. Ensure that you, or another expert from your organization, attend the design review conferences to verify the design will meet your needs.

3.3.5. Emergency Construction (P-341): If your project is too large to use O&M, but can't wait for the long, cumbersome MILCON process, then P-341 is an option. Think of it as an accelerated MILCON project. The catch is, there's only a small amount of P-341 funding available to the Air Force each year. To get one of these projects started you'll need to work closely with 62 CES Contract Programming Section (CECP) (4-3268) who will, in turn, work closely with HQ AMC and the Air Staff. This funding is essentially used for emergency construction that could not have been foreseen and executed through the normal MILCON process.

3.3.6. Family Housing Work: All work for Family Housing facilities is funded using specially-designated housing funds. There are housing O&M dollars, as well as housing MILCON dollars.

3.3.7. Nonappropriated Funds: Some work on Nonappropriated Fund facilities/activities must be paid for with nonappropriated funds.

3.4. Work Accomplishment Methods: Another way to think of the way Civil Engineers do work (and probably one you're more interested in) is according to how work is accomplished. There are generally three ways work is accomplished in your facility; by base civil engineers, by a contractor, or by your organization.

3.4.1. Accomplished by Base Civil Engineers:

3.4.1.1. Direct Scheduled Work (DSW): The DSW is a fast way to accomplish work that does not require detailed planning (example: fixing no-heat problem in a building). DSWs are further classified according to their urgency as either Emergency or Routine.

Emergency: Work required to correct an emergency condition that is detrimental to the mission or reduces operations effectiveness. Must be completed within 24 hours.

Routine: Work that does not qualify as emergency work. It must be accomplished within 30 calendar days of requirement identification or receipt of ordered material.

3.4.1.2. In-Service Work Order: Uses Civil Engineer shops to accomplish work that requires some detailed planning, but is not large enough to warrant a contract project (example: a small

roof-replacement job). Because of limited manpower, Civil Engineer's ability to accomplish these is limited.

3.4.2. Accomplished by a Contractor:

3.4.2.1. Contract Project: An effort that requires detailed design services before work can be accomplished (example: construction of a new Corrosion Control Facility). Both design and the actual execution of the effort are usually done by contract.

3.4.2.2. Indefinite Delivery Contract: Some maintenance and repair efforts require minimal design and so could be handled by the shops in Civil Engineer Squadron. But, because the sheer volume of work would overwhelm our shops, we have decided to contract it out instead (examples: replacing roofs, repairing pavements, installing carpet, painting facilities, etc.).

3.4.2.3. Service Contract: A contract established to accomplish recurring work (examples: carpet cleaning, custodial service grounds maintenance, trash collection).

3.4.3. Accomplished by You:

3.4.3.1. Self Help Work: Work where Civil Engineers typically provide materials to a customer who then does the job themselves. Self-help is an excellent way to do some important "people projects" that would normally receive a lower priority than you would like.

3.5. WORK REQUEST PROCESS:

3.5.1. Importance of working with Customer Service: As the building manager, you will deal with various CE functions: Service Call/Customer Service, Fire Protection, Engineering, and Real Property. The customer service office is the most your work requirements and helps you monitor the progress of work being done on your building. The better you understand CE and the way we operate, the easier your job will become. The customer service office will be pleased to answer any questions you have about our operation.

3.5.2. Formulating Your Requests:

3.5.2.1. Learn to plan ahead. Request major changes in heating requirements, storm windows, etc., in early spring. Request changes in air conditioning equipment, etc., in late fall to ensure work is completed by the appropriate season.

3.5.2.2. Think about major or minor changes someone may want to make to your building. In some cases, commanders or others may want these changes because of personal preference. You may want to discuss the possibility of a faster, less expensive, or better way to handle this requirement. You may submit an AF Form 332 asking for an "ESTIMATE ONLY." The request will be processed based on available manpower available and sufficient justification.

3.5.2.3. Due to personnel rotations and mission changes, some requirements may not be necessary by the time work is actually approved and started. Constant review of all your work requests and communication with the requester and the customer service office is necessary to preclude unnecessary work and expenditure of funds.

3.5.3. Submitting Your Requests:

3.5.3.1. Emergencies: An emergency condition is one that immediately jeopardizes your mission. If the condition is not corrected immediately, it would result in a major breakdown of the mission with a reasonable expectancy of reducing operational effectiveness. Emergency work

is required to provide adequate security to areas subject to compromise, eliminate serious health hazards, prevent serious fire or safety hazards, or protect valuable property and equipment. An emergency will always include, but is not limited to, failure of any utility, fire protection, environmental control, or security alarm systems. If your building has loss of heat, steam, gas, liquid fuels, water, or clogged plumbing (when the entire system is affected), it might be designated an emergency. Failure of a critical air conditioning system, a power failure, or a faulty electrical system is also considered emergencies. If you are not sure if you have an emergency condition, call it in anyway. The service call/customer service office will accept notification that an emergency condition exists from anyone having knowledge of the condition.

3.5.3.1.1. Service Call (Emergency Work). CE maintains a 24-hour-a-day, 7-days-a-week capability to respond to emergency conditions. During duty hours, contact Customer Service. After duty hours, contact the fire department.

3.5.3.1.2. Emergency numbers are as follows: Customer Service, 984-5739; housing zone is 984-2200, and the fire department, 984-2131.

3.5.3.2. Routine Work: Identify routine work on an AF Form 332, Work Order Form. Some examples of things that might be considered routine are: Repainting, replacing floor tile or renovating your facility. Identify these requirements by conducting regular inspections of your building and its Real Property/Real Property Installed Equipment.

3.5.3.2.1. The AF Form 332 Base Civil Engineer Work Request comes in a set of four sheets. The last page contains directions for preparation. Read the directions completely and follow them carefully: important point of contact between you and base civil engineers. Customer service is the function that reviews and processes

Block	Description
1	Your organization
2	Your office symbol
3	Self Explanatory
4	Leave Blank (To be filled in by CE)
5	Self Explanatory
6	Self Explanatory
7	Self Explanatory
8	Describe the work to be done and include sketches or diagrams and the exact utility requirements for new equipment (if you are requesting new equipment).
9	Explain why the work is necessary. The requested work will have to compete with other requests and the priority assigned will depend upon your justification. The use of a "strongly worded justification" cannot be over emphasized.
10	Indicate if your organization plans on donating funds, labor, or materials, or if you plan on accomplishing through a contractor
11	Your commander

Block	Description
12	Your commander's rank
13	Your commander's signature
14	Coordinate the form with: - Fire Department - Bioenvironmental - Safety - Comm Squadron (if request involves need for telephone or computer support) - Environmental Management (62 CES/CEV 4-3913)
15-30	Do not fill in – to be completed by Civil Engineers

3.5.3.2.2. Once you complete and coordinate the work request, send the original and two copies to the customer service office. Remember to complete this coordination BEFORE your AF Form 332 goes to the customer service office. A properly completed form will save you and the civil engineers valuable time in accomplishing the job.

3.5.3.2.3. If someone else fills out the AF Form 332 the building manager must review the form.

3.5.3.2.4. As a building manager, you may need to order new or replacement equipment. Before doing this, check with customer service. In some cases, work must be done by CE BEFORE appliances or equipment can be installed. An AF Form 332 must be approved by CE before you order equipment to ensure the equipment's compatibility with building features and systems.

3.5.4. How Your Requests are Processed: Upon receiving your request, Customer Service will review the AF Form 332 for completeness. Once completeness has been validated, it will be assigned a work request number, and a copy will be returned to you. Customer Service will then decide whether it can be quickly accomplished as DSW by the Civil Engineer Shops, or if it needs further evaluation. If the work is not within the scope of the shops, the work request will undergo further review.

3.5.4.1. DSW: Civil engineers accomplish routine building maintenance and repair through the zonal concept with the primary goals of improving customer service, facilities longevity, and economical application of resources. To achieve these goals, the base is divided into two zones: base and housing. Within these zones DSWs will be coded according to one of following:

Emergency: Work required to correct an emergency condition that is detrimental to the mission or reduces operations effectiveness. Must be completed within 24 hours.

Routine: Work that does not qualify as emergency work. It must be accomplished within 30 calendar days of requirement identification or receipt of ordered material.

3.5.4.2. Requests Needing Further Evaluation:

3.5.4.2.1. All work that is not coded as a DSW must be formally assessed by Civil Engineers leadership to determine its validity and method of accomplishment. This is done at

the Work Request Review Panel (WRRP), which is held weekly. The WRRP decides two things:

If the work is valid

How it should be accomplished (as an in-service work order, by some sort of contract, or Self Help)

3.5.4.2.2. The customer service office will return one copy of the form that shows the work order number in Block 4, with a cover letter that tells if the request was approved or disapproved. Record this number and all actions that pertain to your work request, from original submittal to job completion, in your building manager's log (See Attachment 2). Use this number when you make work request follow-up calls.

3.5.4.2.3. If the WRRP determines that the work is to be accomplished as a contract project, then the work request is forwarded to the Engineering Flight. Since there are always more project requirements than project dollars, the project must be prioritized relative to other requirements. The *Facilities Board* is the forum for doing this. The Facilities Board is chaired by the Wing CC (or designee), and is held quarterly. For contract work, the Facilities Board reviews the projects and sets overall priorities. You need to make sure that your representative on the board is aware of the justification of your project.

3.5.4.2.4. If the Work Request Review Panel approves of your request to do work Self Help, the following instructions must be followed to ensure compliance with Air Force directives for the accomplishment of self-help work. If you have any further questions or problems concerning your request, contact the Self-Help Store at 984-5610.

Personnel assigned to your building must be made aware that they must obtain civil engineer's approval before starting self-help projects.

If materials are to be furnished by your organization, procure and use only those materials specified by the planning technician who planned the job. No substitutions will be allowed without the approval of the planner. All materials must be on hand and available for civil engineer inspection prior to start date.

Here are some simple steps to get excellent results through self-help, limit problems that may occur during the planning stages, and improve the finished product.

When turning in your AF Form 332, have a sketch or drawing of the area where you want to do the work, including measurements and sizes. This will help your planner give good estimates of cost and materials to be used.

Provide a good justification for the work to be done, so if the cost is over \$5,000 and it has to go before the BCE Review board, they will have a better idea of your requirement.

Once the project is approved, the Self-Help Store planner must go out to the job site described on your AF Form 332 and make a building plan. The planner will then coordinate with you, the requester, to agree that the final plan meets your requirements stated on the AF Form 332.

After the on-site planning is complete, the planner will make an appointment with you to come in and choose colors, styles, and the type of materials you want for the

job. At this time, the store manager will give you a safety briefing, and an estimated date to start work.

Once all the materials are on hand at the Self-Help Store, you must pick them up within five working days. Otherwise, the job will be cancelled and you must resubmit the AF Form 332 to do the job.

A pre-inspection will be made by Self-Help Store personnel. The job will be done in phases, and you will notify the planner by telephone when you are 30, 70, and 100 percent completed for job inspections by Self-Help personnel. It is very important for the requestor to notify the planner at these stages to avoid possible reaccomplishment of unsatisfactory work. When a BCE planner/inspector is assigned to this job, you will follow their instructions and directions when they perform inspections at the 30, 70, and 100 percent stages of the work. They will ensure that work meets required standards and will direct reaccomplishment of any part of the work failing to meet those standards. In the event that reaccomplishment of a part of the work is required, this will be done as directed and inspected by the planner before you may proceed with the next phase of the job.

Once the project is complete, all unused materials must be tagged, labeled, and turned into the Self-Help Store. The job then is finalized by a McChord AFB Form 74, Self-Help Inspection Record.

Remember we are here to help you when problems occur that may hamper the completion of your self-help job.

4. SPACE MANAGEMENT.

4.1. If you are the building manager of a complex of shops and offices that belong to several units, this subject should be stressed to all occupants. Anytime someone wants to move an office or "swap" areas between two or more units, notify 62 CES Real Estate Office, 4-5448. You must do this BEFORE any moves are begun because you may need the approval of the facilities board before any such moves occur. The facilities board meets periodically for such purposes. Also, upon vacating a building or space, notify civil engineers in order to have a joint inspection arranged. Someone from the Real Estate Office will assist in this inspection. At the time of the inspection, turn all facility keys in to Real Estate Management.

In order to make space management easier, ask the Real Estate Office for a floor plan of your building. Note on the plan which units occupy what space and keep the plan current.

5. SERVICES.

5.1. If a contractor performs services in your building, you will be responsible to monitor the services. Civil engineers will actually monitor the contract, but will need you to assist by calling to their attention tasks not properly done or done especially well. You, as building manager, are in the best position to know what happens in your building. Ensure building occupant's report to you first before going directly to civil engineers or 62d Contracting Squadron with complaints about custodial services. Concerns can be directed to the Civil Engineer's Service Contract Section at 4-3086.

5.2. Custodial Services:

5.2.1. The following services are the basic services Provided at least weekly in all, some, or none of your facilities:

5.2.1.1. General services:

- Vacuum carpets, sweep floors, mop floors
- Clean walk-off mats, clean interior glass
- Clean drinking fountain, spot clean, removal of trash and limited dusting
- Maintain floors: includes spot wax, stripping, and buffing
- Shampoo carpets: done annually (unless otherwise specified)

5.2.1.2. Restroom services:

- Descal, disinfect toilets and urinals
- Remove trash
- Restock paper products
- Sweep and mop floors
- Shampoo carpets: done annually (unless otherwise specified)

5.2.1.3. Direct any detailed questions or concerns to our custodial Quality Assurance Evaluator, at 4-3086.

5.3. Grounds Maintenance Contract Services:

5.3.1. Quality Standards:

- Mowing – Grass height of 2”-3.5”. Grass clippings will be removed as required
- Edging - As required to maintain within 0.5 inch of edged surface, depth of 2 inches
- Trimming - As require to match surrounding area
- Irrigation - As required to maintain a uniform green color during growing season. Newly planted trees/shrubs, one year
- Fertilizing - Enhanced improved grounds; twice each year in April and October
- Prune Trees - IAW industry standards ANSI Z133.1.1994 (3-year cycle)
- Prune Shrubs - Annually
- Prune Hedges - Annually
- Removal of Fallen Leaves - Once weekly, during season
- Policing of Grounds and Pavements - Twice weekly
- Weed Control and Plant Bed Maintenance - Weeds controlled and beauty bark added twice a year

5.3.2. If you require service that exceeds these standards, you will need to coordinate with CE for an estimate, and send a fund cite to our Resource Manager, or perform the additional services yourself.

5.3.3. Direct any detailed questions or concerns to our grounds maintenance Quality Assurance Evaluator, at 4-3086.

6. FIRE PROTECTION: As building manager, you are responsible to your unit commander for the fire safe conditions of your building.

6.1. You or your alternate should accompany the Fire Inspector during annual fire prevention inspections and correct fire hazards/deficiencies in a prompt manner. Throughout these inspections, the Fire Inspectors will note fire hazards and deficiencies. They will explain your duties and responsibilities for the maintenance of a fire safe building and will give you instructions for required corrective actions. If you do not receive this information during the inspection or in a follow-up report, contact the 62 CES Fire Protection Section for assistance, extension 4-9017 (or 4-2603). The Fire Prevention Inspection is the quality control element of a unit's fire prevention program. During inspections, Fire Prevention Inspectors pay particular attention to:

- Occupant knowledge of fire reporting, evacuating, and first aid fire fighting

- The adequacy and condition of fire detectors, alarms, and protective systems and devices

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

- The condition of heating, fuel handling, and similar devices or equipment which can become hazardous if neglected

- The adequacy of safe practices to prevent fires

- The control of smoking and the proper disposal of smoking materials

- The condition of electrical equipment and connections

- All housekeeping practices

- The adequacy, condition, and accessibility of fire exits and escapes

- Any evidence of self-help projects not approved by civil engineers, such as installed wood panels or false ceilings

- The adequacy, condition, location, and accessibility of portable fire extinguishers

6.2. Perform these actions if a fire occurs:

- Make sure a fire alarm is sounded

- Evacuate the building or area

- Notify the fire department

- Use portable fire extinguishers to extinguish a fire if it is discovered in its early stages

- Meet the fire vehicles and direct the firefighters to the fire

7. SECURITY: Building security is another responsibility of the building manager. Establish a standard procedure for making sure your facility is secure from illegal entry at all items. Ensure all exterior doors, windows, and computer systems are secure when closing up and be sure all locks are in good working order.

7.1. The 62d Security Forces Squadron (62 SFS) Law Enforcement Patrols conduct regular security checks of base facilities. If your building is not secure, you will need to respond immediately to secure it. A follow-up DD Form 1569, Incident/Complaint Report, will then be sent to your commander for action.

7.2. Impress upon everyone the importance of building security. Without cooperation, your job as building manager will become much more difficult. Regardless of who is responsible for a failure in building security, "YOU" are the one who has to correct it.

7.3. If you have questions concerning building security, contact the 62 SFS Crime Prevention, the Resources Protection Section, or the Law Enforcement Desk.

7.4. A current McChord AFB Form 26, Building Security, identifying the primary and alternate building managers, will be posted at the main entrance of the building/structure for which they are responsible.

8. KEY CONTROL: As building manager, you are responsible for the security and accountability of all keys that secure exterior/interior building doors.

8.1. Civil engineers will not replace lost, stolen, or otherwise misplaced keys without written acceptance of financial responsibility. When keys are lost, stolen, or otherwise not returned by departing personnel, it is the building manager's responsibility to replace the keys at no cost to the government. If building security is jeopardized by unaccountable keys, and locks require changing, this will also be at no cost to the government. The building manager will submit all requests for additional keys on AF Form 332 to 62 CES Customer Service office. Include the room number or location within the facility on the request. Civil engineers will provide additional keys if justification is sufficient (AF Form 332, block 9). Civil engineers will issue master keys to the building manager when the building lock system is re-keyed, or if the locks are replaced. There will be no approval of requests for master keys without the concurrence of your unit commander and the 62 CES Commander.

8.2. Record all actions involving key control in a key control register, using AF Form 3126. For each key assigned, list the person you issued the key to and have them sign the roster; their phone number; the date issued; and the date returned.

8.3. Upon vacating a building or any assigned space, be sure the appropriate keys are returned to the 62 CES Real Estate Office.

9. TELEPHONE NUMBERS: Customer service telephone numbers for the two zones are:

Base Customer Service: 4-5739/4-2131

Housing Customer Service: 4-2200

ROBERT L. GAMBRELL, JR., Colonel, USAF
Commander, 62d Support Group