

20 June 1997



Real Property Management

REAL PROPERTY BUILDING MANAGERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 911 AW/CE (Robert Moeslein)
Supersedes 911 AGR 87-1, 1 February 1993

Certified by: 911 AW/CC (Col F. Baxter Lane)
Pages: 3
Distribution: F

This instruction implements AFRPD 32-90, *Real Property Management*. It establishes the requirements and responsibilities for their assignment, relief and implements directives identified with this instruction.

SUMMARY OF REVISIONS

This is the initial publication of 911 AWI 32-902 revising 911 AGR 87-1, 1 February 1993. It updates and streamlines previous guidance.

1. General. The Wing Commander will establish, by installation directives, the responsibilities and procedures for Building Managers.

- 1.1. The Base Reality Specialist is the focal point and will administer the building manager program.
- 1.2. Under the guidelines of the Real Property AFP 87-8 *Building Manager Handbook*, the Organization Commander is responsible for the care, custody, and protection of assigned real property. As the Building Manager, you are the representative and civil engineering's official contact when the facility requires civil engineering work.

2. Assignment. The Division Chief designates a primary and alternate building manager for each facility assigned to the organization. In multipurpose buildings, the major user must be assigned as the primary Building Manager. Other users will provide and alternate and report problems within their area to the primary manager.

- 2.1. Changes in Building Managers must be made, in writing, by the Division chief to the Realty Specialist (CERR), ten (10) days prior to the desired change date. The changes must include the new Building Manager's name, effective date, office symbol, duty and home phone number. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 (see AFI

37-132). Additionally, Building Managers must clear through the Base Realty Specialist before departing the base.

2.2. The Base Realty Specialist will individually train new Building Managers appointed by the Division Chief. As required, Building Managers will be notified of any changes or information that requires their attention.

3. Responsibilities. Real Property Building Managers serve in an administrative and advisory capacity with the following responsibilities and duties:

3.1. Building Care:

3.1.1. Key Control. Refer to 911 AGI 32-9001, *Key Control Policy*.

3.1.2. Facility Abuse. Ensure the building users do not alter, adjust, repair or replace installed real property equipment such as the air conditioning, heating, ventilation system, lighting, plumbing, etc. If there is intentional damage and/or theft to a building or its real property equipment, the Security Police must be notified to prepare an Incident Report.

3.1.3. Custodial Services. Inspect custodial service work according to work schedules. Report unsatisfactory work to the Quality Assure and Evaluator (QAE) the same day at extension 8720.

3.1.4. Facility Inspections. Accompany civil engineering personnel during facility inspections. Use these inspections to check the condition of the utilities, floor, support structure, or various area of the building.

3.1.5. Facility Utilization Requirements. Any proposed change in the use of building space must be initiated by the appropriate Division chief, coordinated through the BACE and approved by the Base Facilities Board prior to the actual change in the use of the space.

3.1.6. Snow Removal. Building Managers are responsible for snow removal as directed in the 911 AW Snow Removal and Ice Control Plan 32-1045.

3.1.7. Non-Government Owned Appliance. Refer to 911 AWI 32-901, *Standard Maintenance and Install of Appliance Connections*, to obtain instructions for authorization to use non-government owned appliances.

3.2. Facility Maintenance Requirements:

3.2.1. Emergency Maintenance. Report emergencies or urgent work immediately to Civil Engineering Work Control at Extension 8582. An emergency condition is detrimental to the overall mission, and will always include, but is not limited to a failure of any utility, fire protection, environmental control, or security alarm system.

3.2.2. Routine and Long Term Maintenance. Submit an AF Form 332, **Base Civil Engineer Work Request**, to CEO for the following reasons: general repairs, minor construction, improvements, alterations, self-help or new construction. Refer to 911 AGI 32-1001, *Work Requests*.

3.2.3. Ensure Civil Engineering work force has access to areas that are required to have work performed during normal duty hours. This will require coordination between the Building Manager and Civil Engineering. Also, ensure access to area required to have custodian service.

3.2.4. Maintain a record of all work requested through Civil Engineering to help monitor and follow-up on the requested work.

3.3. Utilities Management: Building Managers are responsible for energy management and conservation within the facility. AFD 23-3, *Energy Management*, outline responsibilities and procedures to following for utilities management and energy conservation.

3.4. Fire Prevention. Building Managers are responsible for the fire safe condition of the facility. Accompany the Fire Inspector during scheduled fire prevention inspections. Refer to 911 AWI 32-201, *Fire Protection and Prevention Program*, for guidance.

3.5. Environmental Compliance: Building Managers are responsible for oversight of and compliance with all environmental programs for the facility unless another individual has been specifically designated for a particular area of responsibility at the facility.

3.6. Building Security. Establish standard procedures for opening/closing and securing the facility. Stress to all personnel the importance of building security. Double check all doors and windows and be sure all locking devices and in good operating order.

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