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Civil Engineering

BUILDING MANAGERS



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This instruction establishes administration and accountability for Air Force real and installed property. It applies to wing, group, and tenant units.

This publication is affected by the Privacy Act of 1974. Forms required by this publication which contains privacy act information must contain a Privacy Act Statement in the body of the document or in a separate attachment to such document.

1. MANAGERIAL ASSIGNMENT.

1.1. The commander of the unit using a facility will designate a building manager and an alternate. If two or more organizations use a facility, the user occupying the most floor space will be responsible for the facility and represent the interests of all using organizations. If equal space is assigned to several organizations, the ranking commander will be responsible for designating the building manager.

1.2. Responsible organization commanders will designate a building manager and alternate for each building assigned to their organization. This must be done by form letter addressed to the Civil Engineer (CE) Customer Service Section (319 CES/CEOEC) ([Attachment 1](#)).

1.3. In military family housing, the Housing Director will be the building manager. The Housing Director will be responsible for the proper utilization of all family housing buildings and has overall responsibilities for all pertinent housing (Dormitories). The squadron First Sergeant will be the building manager for dormitories. Their commander must appoint an alternate building manager.

1.4. The 319th Services Squadron Commander, will be responsible for the Visiting Airmen Quarters (VAQ), Visiting Officer Quarters (VOQ), and Transient Lodging Facility (TLF).

1.5. Building managers will be officer, NCO, SrA, or civilian equivalents. When possible, the building manager and alternate should work in the building for which they are managers.

1.6. Organization commanders will notify CE Customer Service (319 CES/CEOEC) in writing 30 days in advance of PCS or changes in managers, using a form letter ([Attachment 1](#)). During this time, all keys and locks must be inventoried on a document. The building manager must clear the CE Customer Service Section 30 days prior to their departure or relieved of building manager responsibilities by:

1.6.1. Providing a letter from their commander releasing them from building managers responsibilities and appointing a new building manager.

1.6.2. Turning over the building manager folder to the new building manager which contains:

GFAFB INSTRUCTION 32-106 (Building Managers)

GFAFB INSTRUCTION 32-107 (Utilization and Conservation of Utilities)

Building Manager Log (Use an AF Form 3122 with the headings: Work Request #, Description/location, Date/Time Requested, Date Completed)

Building Managers Fire Prevention Handbook

Building Monitor's Energy Handbook

1.6.3. Briefing the new building manager on locations and operation of electrical distribution panels, fire alarm systems and boxes, main water valves, heating valves, etc.

1.7. Building managers will acknowledge responsibility for their building(s) by signing the form letter of appointment/release for primary/alternate building manager(s) ([Attachment 1](#)).

1.8. The new building manager and their alternate will make arrangements with CE Customer Service (319 CES/CEOEC) for an initial mandatory building manager orientation training no later than 30 days after appointment.

2. MANAGERS RESPONSIBILITIES. Building managers and alternates are responsible for the maintenance, care, and security of the assigned real property as well as for conservation of utilities and energy. The manager will initiate action required to correct damages to the building and/or installed equipment. Building managers are responsible for the following:

2.1. Locks and Keys: Maintain accountability for all keys to the facility (building, fences, gates, etc.) on a document, ensure keys are issued to authorized personnel only and retrieve keys when people PCS or retire. The building manager is the only person who is authorized to request additional keys for a building. Each unit is also required to designate their key/lock custodian(s) to Security Police in writing. In case of a lockout, the building manager will be contacted to open the door. CE does not maintain spare keys. Duplication of keys and acquisitions must be handled as follows:

2.1.1. Best Master Key System: The master keys are issued to the building managers. If additional keys are required, the building manager has to accomplish key request letter (see [Attachment 2](#)) and turn it in at the (319 CES/CEOFS) lock shop. Lost or missing keys have to be reimbursed by the individual that either lost or misplaced the key. See paragraph [2.1.3](#).

2.1.2. Controlled Keys: Civil Engineer duplicates keys only if the requester is a verified building manager. New building managers are required to ensure continuity of key accountability from the previous manager. Loss of key control is the building manager's responsibility and he/she will be held accountable.

2.1.3. Liability: When it is determined that a building or section must be recored due to lost keys the building manager or individual who lost the key will be required to reimburse the government. Each recored lock is \$25.00 and there is a \$5.00 charge for lost key(s). One DD Form 1131, Cash Collection Voucher, will be validated by Accounting and Finance upon payment of the charge and a copy of the voucher must accompany the key request letter (see [Attachment 3](#)). Building managers will submit all requests for new door locks. 319 CES/CEOFS will provide the building manager with keys when new locks are installed.

2.1.4. Military Family Housing (MFH): 319 CES/CEH will function as the manager for all keys issued to family housing occupants. Personnel that lose a key will be required to reimburse the government for either another key or a new lock. The occupant will be charged \$7.50 to replace the key or \$25.00 to replace the lock. All requests for MFH keys must be submitted through Housing Maintenance (BMAR).

2.2. Facility Security: Publish formal directive on opening and closing the building during normal and non-duty hours. If a facility is found left unsecured Security Forces will contact the building manager or alternate to secure his/her facility.

2.3. Energy Conservation: Encourage minimizing number of refrigerator appliances throughout facility and conservation of utilities. Establish procedures to ensure interior and exterior lights are extinguished and that heating temperatures are set at 55 degrees Fahrenheit, when the facility is unoccupied (also reference GFAFBI 32-107).

2.4. Fire & Safety Hazards: Report potential fire hazards to the base Fire Department (319 CES/CEF), safety hazards to the wing Safety Office (319ARW/SE), and loss of real property installed equipment to the CE Real Estate Office (319 CES/CER).

2.5. Space Assignment: Ensure assigned space is used as approved by the installation Space Utilization Board (SUB). Report all vacant space to 319 CES/CER. If you plan to relocate or expand your functions, submit a written request through your Group Commander with strong justification to 319 CES/CER (7-4804) for presentation to the Facility Board. Most people who review and approve changes (AMC, USAF, and DOD) are not and cannot be fully conversant with the situation at Grand Forks Air Force Base. Therefore, if the change in use is really needed, take the time to prepare a strong and factual justification. Also, keep your counterparts at HQ AMC aware of your needs so they can intelligently discuss your space request at the command Facilities Board.

2.6. Facility Surveys & Inspections: Participate in real property inventories of your facility IAW AFI 32-9005. Real Estate (319 CES/CERR) will notify building managers prior to an inventory. Make joint inspections with the Zonal Technician to identify minor maintenance work to be accomplished by Civil Engineer. To avoid duplication of maintenance write-ups and time, utilize AF Form 1219 in between maintenance inspections. Provide the form to the Zonal Technician prior to the inspection.

2.7. Work Requests: Review and coordinate on all work requests (AF Form 332) and ensure your Squadron Work Order Monitor coordinates on the request prior to submitting it to your Group Work Order Monitor. Your Group Work Order Monitor will submit the request to CE Customer Service ([Attachment 3](#)).

NOTE: AF Form 332, Block 5 is the point of contact (POC) and blocks 11-13 are the squadron commander.

2.8. Electrical Systems: Ensure building occupants do not tamper with, replace, or repair installed electrical equipment (electrical wiring, exhaust fans, etc.) except those items considered occupant's responsibility (light bulbs, fuse elements up to 25 amps, resetting circuit breakers, etc.). High voltage systems (600 volts or higher) requiring special equipment or outside lighting systems, such as poles, fire lights, signs, street and security lighting will be maintained solely by the Base Civil Engineer (BCE).

2.9. Self-Help Work: Ensure the building occupants do not move or remove permanent walls, heating, lighting, ventilation, air conditioning, plumbing, and related fixtures or other installed equipment or property without proper approval. No self-help work can be accomplished by building occupants unless approved by 319 CES/CEOEB (747-3401), on an AF Form 332. Self-help is a good resource for improving facility standards & design. Self-help is highly encouraged throughout the wing and funded by the installation commander. Self-help is also a good resource for building managers to get small repair items such as; paint, brushes, caulking, washers, hinges, etc.

2.10. Digging Permits (AF Form 103) (Attachment 4): Digging permits are required for any disturbance of the surface anywhere on base. Digging permits save infrastructure assets. They prevent accidents or disruption of electrical, gas, telephone, water, and sewage systems.

2.10.1. A digging permit and instructions can be obtained at building 418 (south side) CE Planning Section. Once the AF Form 103 and all coordination has been obtained return to the planning section prior to beginning any digging. Any questions concerning digging permits contact Planning at 747-4023.

2.10.2. Digging permits for the Military Housing area can be obtained from the CE Self Help Store (418 south side). Any questions concerning digging permits for the housing areas contact Self Help at 747-3400.

2.11. Emergencies: Notify the CE Customer Service section, ext. 7-5210 or 7-4018, quickly in case of an emergency after notification of proper agencies (i.e. Fire Department, Security Police, Medical Ambulance, etc.). Describe the problem and what action is being taken to minimize damage and property loss. Customer Service personnel will immediately notify/dispatch the appropriate craftsman.

2.12. Supplies: Bathroom supplies (soap, paper towels, etc.) and light bulbs will be provided by the building manager and made available to the janitorial service employees. If there is no janitorial service to the building, the building manager will establish rules, coordinated through the unit commander, for cleaning the facility. Light bulbs will be replaced by the building manager if the fixture height is under 10' (including exit lights unless they are LED). Fixtures over 10' will be replaced by CE craftsmen; the bulbs must be provided by the building manager when craftsmen arrive on site.

2.13. Mechanical Rooms: CE will be the sole source of keys for all mechanical rooms. Under no condition will mechanical rooms be used for storage.

2.14. Unoccupied Building: During winter months building managers must check the facility at least twice weekly, once weekly during summer months. Some items to be checked are external security (windows and doors), heat, lights, all equipment is unplugged, cleanliness (empty of all garbage), signs of rodents, all doorways are kept clean and clear (snow or stored items), and plumbing (leaks, stop ups, or breaks).

2.15. Occupancy Termination: Ensure the building is clean and neat when vacated. Building manager responsibilities are formally terminated when the property is completely vacated by the using organization and keys have been turned in to 319 CES/CE.

2.16. Vandalism: Damages caused by carelessness, negligence, abuse, malice, or vandalism will be reported to the unit commander. The unit commander initiates an AF Form 332 with a "statement of acceptance" in item 17 signed by the individual(s) admitting liability. The commander sets up a suspense file to make sure the debt is cleared. CE processes the work request. When approval is obtained, the work is initiated. When the work is completed, the customer service unit provides the unit commander with the actual cost of repairs. The unit commander prepares a DD Form 1131 and four copies. The individual(s) responsible for the damage takes the DD Form 1131 to the Accounting and Finance Office (319 ARW/FMF) for deposit of payment. A receipt copy is furnished to the individual, the unit commander, and the BCE for inclusion in the work order folder. Where individual responsibility for damage cannot be ascertained, the organization commander attaches a copy of the security police investigation report to the AF Form 332 reflecting the finding. When pecuniary liability is not accepted for damages to base facilities, the unit commander may initiate DD Form 220, Active Duty Report, or a government property lost, damaged, or destroyed certificate. If the report of survey determines reimbursement is required, the procedures outlined above will be followed. When CE or other people have identified damages to a facility caused by abuse, the commander of the squadron involved will be notified. The commander has 24 hours to forward an AF Form 332 to CE to initiate repair of the damage and has 10 working days to advise CE of the person(s) involved or whether a Report of Survey (DD Form 200) will be initiated. All facility abuse incidents are briefed to the 319 ARW/CC during the monthly commander's update. We identify those units experiencing facility abuse problems and the success of collecting reimbursement for damages.

3. Maintenance Engineering. Some of the work accomplished in and around your building is completed under service contracts. Maintenance Engineering is the section responsible for all service contracts. CE personnel, known as quality assurance evaluators or QAE's, are the persons responsible for monitoring and inspecting service contracts. They are your points of contact for these contracts and any problems you may encounter.

3.1. The following section provides specific information on the services available. If you require a service that is not currently being provided, contact the NCOIC of Service Contracts at 747-4117 for guidance on how you may best obtain the service.

3.1.1. Custodial Services: For facilities that receive custodial services there are 2 types of cleaning; Type I cleaning which is 5 days a week and Type A/D which consists of cleaning 5 times in two weeks (3 days 1st week, 2 days 2nd week). All restroom cleaning is twice weekly. If you have any questions or to request a carpet cleaning can be directed to the contract QAE at 747-4543.

3.1.2. Grounds Maintenance: Maintaining the grounds in order to provide a safe, aesthetically pleasing environment for the base is governed by the Grounds Maintenance Contract. Mowing, edging, trimming, pruning trees and shrubs, maintaining plant beds, seasonal leaf and snow removal is all part of the contract. The sidewalks around facilities are considered priority 3, and will be accomplished after priority 1 and 2 have been completed. The grounds contractor is not responsible for snow removal from roofs, all entrances (including mechanical room doors), and walkways within 3' of the facility, these areas are the responsibility of the building manager. For questions please contact the Grounds QAE at 747-4021.

3.1.3. Refuse and Recycling: Refuse and recycling services are provided for the Dormitories, Base Industrial Areas and Housing. For refuse or recycling questions, please contact the contract QAE at 747-4021. 2.10. The contractor will not empty trash dumpsters containing recyclables. Recycle containers containing trash will also not be emptied. Dumpsters are secured with government furnished locks only and the building manager maintains the key. Ensure all building occupants have the means to properly recycle. Specialized containers must be made available. If your facility has a contract cleaning service make sure all recyclables and trash are placed in the correct containers.

3.1.4. Paint: All paint requests are made using AF Form 332. They need to be submitted with the proper signatures and all pertinent information filled out. Submit to the CE Customer Service section. For more information or questions call the contract QAE at 747-4021.

3.1.5. Oil/Water Separator and Grit Chambers: For maintenance (pumping and cleaning) of these devices, call the contract QAE at 747-4117.

3.1.6. Furnishings Management Office (FMO): Provide washers and dryers and move furniture for dormitories, Fire Department, and billeting. FMO will also provide vacuum repair up to 75% of replacement cost. They also maintain an annual inventory for furnishings control. For questions please contact the FMO at 747-3734.

3.1.7. Floor Coverings: Removal and installation of carpet and pad, vinyl flooring, carpet tile, and installation of cove base. This does not include vinyl floor tile, ceramic, quarry rubber tile, rubber stair treads. For more information, please contact Planning at 747-4020.

VERN M. FINDLEY II, Colonel, USAF
Commander

Attachment 1

FORMAT, LETTER OF APPOINTMENT/ RELEASE

CHANGE OF BUILDING MANAGER

TO: 319 CES/CEOE ATTN: CE Customer Service/FAX 7-4515

BUILDING # _____ PERSON BEING REPLACED: _____

SQUADRON: _____ OFFICE SYMBOL: _____

NAME: _____ RANK: _____

DUTY PHONE: _____ FAX NUMBER: _____

HOME PHONE: _____

PRIMARY or ALTERNAGE (Circle one) EFFECTIVE DATE: _____

New Building Managers Signature Commanders Signature or Designated Representative

THIS DOCUMENT IS PROTECTED BY THE PRIVACY ACT OF 1974; MEMBER'S CONSENT IS REQUIRED TO USE THIS INFORMATION.

FOR OFFICIAL USE ONLY

Attachment 2

KEY REQUEST LETTER

Job Order # _____

(For CE Use)

MEMORANDUM FOR: 319 CES/CEOFS

FROM: Squadron _____

SUBJECT: Keys for Building Number _____

Office/Office Symbol _____

Date of Request _____

[1] The Building Custodian requests the keys below be issued to the following individual

PRINTED NAME/RANK	PHONE #

Quantity	Key No.	Room No.
_____	_____	_____

[2] The reason these keys are needed is as follows:

[3] I hear-by certify I am the Unit Commander **or** his/her designated representative (i.e. **Primary/Alternate building manager** of the above building.

PRINTED NAME/RANK	SIGNATURE	PHONE #

[4] I hear-by certify I received the keys listed above.

PRINTED NAME/RANK	SIGNATURE	DATE

Attachment 3**ANTITERRORISM CHECKLIST FOR BUILDING MANAGER****IN-HOUSE WORK ORDER ALLOCATION SYSTEM**

1. CE accomplishes work through the following vehicles: Milcon, O&M Contract, self-help, and CE in-house workforce.
 - a. Milcon, SABER, and Contract projects are prioritized by the Facility Utilization Board (funding and time are LIMFACs).
 - b. Self-Help projects are prioritized by each group (funding and in-house support (man-hours) are LIMFACs)
 - c. In-house work order allocation system: each group prioritizes Top 10 WOs (funding and man-hours are LIMFACs). Fire, Safety, and Bio Risk Assessment Coded projects with RACs of 3 or lower are automatically inserted into Top 10 due to life-safety risk. Executing projects with RACs of 4 or higher are at the discretion of the group commander.
2. Work Identification:
 - a. Direct Scheduled Work (DSW):
 - b. Bonified Emergency: Anyone may call Customer Service directly, 7-5210 or 7-4018. Customer Service notifies the appropriate shops to make the emergency repair.
 - c. Urgent or Routine: Building Manager or Alternate are the only personnel Customer Service will except call in request from. These requests are for minor maintenance and repair.
 - d. Wing/Group Discretionary:
 - (1) Work request initiated by facility manager.
 - (2) Facility manager coordinates work with fire department, bioenvironmental, environmental, and safety to ensure work meets all federal, state, local, and Air Force safety and environmental regulations.
 - (3) Work approved by squadron commander and signs 332.
 - (4) Squadron commander updates squadron WO priorities if applicable.
 - (5) Work prioritized by Group Facility Review Board. (Ensures CE works only on group commander's priorities.)
 - (6) Once work request has a group priority, work request is taken to CE Customer Service by Group Work Order Coordinator.
 - (7) Work goes to initial planning for man-hour scoping.
 - (8) Work is reviewed by the Work Request Review Board for long-term plan compatibility. Work > 250 man-hours, > 3 shops is prioritized by the FUB and completed by SABER or contract
 - (9) Work < 250 man-hours, <=3 shops, is programmed for in-house execution. Work is planned and executed based on each group's prioritized list and each group's fair share of the "CE Work Order Pie".
Each group's #1 priority is planned first, then #2 priority, and so on until all work is planned. **Note: Each group's top 3 in-house WOs are always sent to final planning

regardless of funds availability. Priorities four and higher are sent to planning when funding becomes available or forecast to become available (i.e. end of fiscal year). Planning contacts user to verify requirements. Planning then creates a Bill of Materials (BOM) and craft task sheets. Planning will also final plan the base's top 10 in-house infrastructure WOs.

If in-house funding is available (or the group provides funding), the work order is funded, materials ordered, and work is programmed.

If funding not available, the W.O. is put on-hold until funding becomes available or is forecasted to become available. This ensures work is planned to the most current user specifications

- (10) CE retains each group's Top 10 in-house work orders. Group Work Order Coordinator retains and updates remaining group WOs and acts as the liaison between CE and the group commander
- (11) Group Work Order Allocation metric is used as a management tool to guide funding and scheduling of in-house discretionary work. Metric is briefed monthly at the Seniors Commander's Update.
- (12) When funding becomes available, materials are ordered.
- (13) When the WO is material complete, the work is scheduled and executed.
- (14) When WOs are funded, CE contacts the Group WO monitor to update the group's unfunded

Top 10.