

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**

PACAF INSTRUCTION 32-1001

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Civil Engineering

**PACAF HEADQUARTERS FACILITY
SUSTAINMENT, RESTORATION, AND
MODERNIZATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities*, and establishes requirements and responsibilities necessary to maintain, support and preserve the PACAF Headquarters facility, Building 1102. This instruction applies to all occupants of Building 1102, 15 CES and support organizations and may not be supplemented by tenant or support organizations. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members unless they are occupants of Building 1102.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The attached publication supersedes all previous plans. New or revised material is indicated by a bar (|).

Chapter 1

PACAF HEADQUARTERS FACILITY

1.1. History. Designed in 1938 as a barracks to house 3200 enlisted men, Building 1102 was completed on 30 September 1940. The building sustained major bomb damage during the 7 December 1941 surprise Japanese air attack on Pearl Harbor and surrounding military installations. The building was put on the register of National Historic Landmarks due to the historic significance of the damage inflicted and loss of life during this important event in our nation's history. In 1957 five wings of Building 1102 were converted to administrative space. On 1 July of that year Headquarters Far East Air Forces, renamed Pacific Air Forces, completed a move from Japan to its new location in Building 1102. Since that time the building has been entirely converted to administrative space.

1.2. Background. Headquarters Pacific Air Forces shares Building 1102 with elements of the 15th Air Base Wing and support organizations and is the nerve center of U.S. Air Force command activities in the Pacific and Far East. Proper facility sustainment, restoration, and modernization are necessary to maintain continuity of day-to-day operations that prepare the staff for contingency, high tempo operations. Failure of real property serving critical command and control systems could have an adverse impact on the mission of Pacific Air Forces. This instruction lays out the framework for sustainment, restoration, and modernization of Building 1102.

Chapter 2

BUILDING 1102 FACILITY BOARD

2.1. Requirement.

2.1.1. A Building 1102 Facility Board (FB) is required to provide corporate review of work to be planned and accomplished for the PACAF Headquarters building.

2.2. Board Membership.

2.2.1. The Board is chaired by HQ PACAF/DS and has six additional voting members (HQ PACAF CE, FM, SC, SE, SF and 15 SPTG/CC) and a facilitator (HQ PACAF/CCQM). Representatives from other HQ PACAF directorates have voting rights on issues affecting their areas of building 1102 ([Attachment 1](#)).

2.2.2. Non-voting advisors are HQ PACAF/CEP (HQ PACAF representative to the 15 ABW FB), HQ PACAF/CCQM, HQ PACAF/CECC (Interior Design), 15 CES/CC, and 15 CONS/CC.

2.2.3. A Facilities Working Group (FWG) will be established to accomplish preliminary review and screening of all requests for work in Building 1102. In addition, the FB chairperson may establish ad hoc panels to perform special studies related to Building 1102 requirements.

2.3. Facility Board Responsibilities.

2.3.1. FB membership is detailed in [Attachment 1](#).

2.3.2. The FB will provide corporate review and recommendations to COMPACAF on space use in Building 1102, validate and prioritize work requirements in Building 1102, and review the progress of improvements to Building 1102, including long-term planning.

2.4. Facility Working Group Responsibilities.

2.4.1. The FWG Chairperson, HQ PACAF/CCQM, will establish the Group's agenda.

2.4.2. FWG membership includes representatives from each organization in Building 1102.

2.4.3. The FWG will meet in locations and at times determined by the Chairperson.

2.4.4. FWG decisions will be included in the FB agenda.

2.5. Building 1102 Building Manager Responsibilities.

2.5.1. The Building 1102 Building Manager, HQ PACAF/CCQM, is the point-of-contact for all proposed work in Building 1102. The Building Manager's responsibilities include, but are not limited to:

2.5.1.1. Being first point-of-contact for all work required in the building.

2.5.1.2. Processing all day-to-day work in the building.

2.5.1.3. Providing a list of requested/required work necessitating FB approval in the building to the FWG for review prior to being placed on the FB agenda.

2.5.1.4. Reviewing the 15 CES five-year priority list for Building 1102 and submit it to the FWG and FB for review.

- 2.5.1.5. Acting as liaison between building occupants, the Base Contracting office and the 15th CES for all work-in-progress and any changes to the work prior to its completion.
- 2.5.1.6. Ensuring building representatives from each directorate carry out their responsibilities and assist them, where required.
- 2.5.1.7. Visually inspecting all Building 1102 fire extinguishers each month.
- 2.5.1.8. Act as Building 1102 Fire Marshall.

2.6. Building Representatives.

2.6.1. Each tenant organization in Building 1102 will provide the name, grade, office symbol and phone number of its primary and alternate Building Representatives to HQ PACAF/CCQM.

- 2.6.1.1. Each organization will update their Building Representative list with HQ PACAF/CCQM when a representative changes.
- 2.6.1.2. As a minimum, Building Representatives for Building 1102 will:
- 2.6.1.3. Report all maintenance discrepancies to the Building 1102 Building Manager at 448-2088 or 448-3174.
- 2.6.1.4. Report all janitorial discrepancies or questions to the Custodial Supervisor at 449-5179 or 448-3174.
- 2.6.1.5. Attend the Facility Working Group meeting, chaired by HQ PACAF/CCQM, to discuss issues concerning Building 1102. It is the representative's responsibility to present his/her respective organization's requests for repair or renovation at this meeting. These requests will be discussed, prioritized and become agenda items for the next FB. The Bldg 1102 Building Manager will send notifications to representatives before each meeting.
- 2.6.1.6. Ensure all organization door locks are operable and all assigned keys are accounted for.
- 2.6.1.7. Ensure respective office areas and adjoining hallways are maintained to the highest standards. This includes removal of all excess furniture, office supplies, boxes and shredded paper from hallways and stairwells.
- 2.6.1.8. Ensure empty cardboard boxes are broken down and stacked neatly by the recycling bins.
- 2.6.1.9. Place all material that cannot be recycled in dumpsters, i.e. Styrofoam packing, bound publications, shredded paper, wood, metal, etc.

Chapter 3

OPERATIONS AND MAINTENANCE RESPONSIBILITIES OF BUILDING 1102 OCCUPANTS

3.1. Reporting Discrepancies/Damage.

3.1.1. Routine maintenance requests are submitted on AF Form 332 (four-part multi-copy or computer-generated form) signed by the requesting organization's Building Representative.

3.1.1.1. The requester obtains all required coordination and forwards the package to the Building 1102 Building Manager, HQ PACAF/CCQM.

3.1.2. Replacing burned out lights in office spaces where the fixture or ceiling height is 10ft or less is the responsibility of the occupant (reference AFOSH STD 91 2.9.3). Replacement light bulbs or tubes will be purchased by the using organization. Dispose of fluorescent tubes in the container outside the Facility Maintenance Zone office, room M-111. Fluorescent tubes must be in a fluorescent tube carton for turn in. **DO NOT DISPOSE OF FLUORESCENT TUBES IN THE TRASH OR DUMPSTERS.**

3.1.2.1. The Facility Maintenance Zone is responsible for replacing burned-out light bulbs in all common areas, such as hallways, bathrooms, and stair landings and command sections.

3.1.3. Emergency maintenance requests should be called in to the Building Manager, 449-2143 or to the 15 CES Customer Service, 449-9951/52, when the Building Manager or representative is not available.

3.1.4. In the event of fire immediately call the Fire Department at 449-7117. Direct another person to activate the nearest fire alarm pull station, notify all occupants in the area and evacuate the building according to the evacuation plan.

3.2. Electrical Requirements.

3.2.1. Electrical feed circuitry and wiring in Building 1102 is old and may not be able to support renovations, new equipment or new system furniture. Before making a commitment to install new or additional electrical/electronic equipment, request an electrical power survey on AF Form 332 to ensure circuits can handle the added load.

3.2.2. The Building Manager must approve use of residential-size electrical appliances in Building 1102. Submit request for approval via memo or e-mail.

3.2.3. Electric space heaters are prohibited in Building 1102. If there is a problem with air temperature, contact the Building Manager at 449-2413.

3.2.4. If smoke or fumes are detected from electrical outlets or equipment, immediately call the Fire Department at 449-7117. Remove electrical power from the affected circuit and wait for an electrician to make necessary repairs before restoring power.

3.2.5. All electrical whips (flexible conduit) for system furniture must be installed by furniture reconfiguration contract.

3.3. Renovation.

3.3.1. All requests for renovation, to include improvements to floor and wall covering, window treatment and special lighting requirements, are made on AF Form 332. The form must be signed by the requesting organization's senior official (or deputy) and coordinated in accordance with 15 CES guidelines. As a minimum, 15 ABW/SE (Base Safety), 15 CES/CEF (Base Fire Department), 15 CS/SCMT (Telephone Management Office) and 15 CES/CEV (Base Environmental) will coordinate on all Bldg 1102 AF Forms 332. HQ PACAF/CCQM (Building 1102 Building Manager) can advise on 15 CES precoordination requirements. Provide the appropriately coordinated AF Form 332 to HQ PACAF/CCQM for inclusion on the next FWG agenda.

3.3.2. No funds, from any source, will be spent on facility renovations or improvements until the request has been presented to the FWG and approved by the FB.

3.3.2.1. If PACAF or 15 ABW cannot fund the project, the organization can request to use its own funds and annotate on the AF Form 332 "funds provided." After the renovation is approved and scheduled, the organization will transfer the funds to 15 CES for accomplishment.

3.3.3. All requests for renovation will become agenda items for the Building 1102 Facility Working Group, which will then make its recommendations to the Facility Board.

3.3.3.1. Facility Working Group approval is a requirement for a work request to be put on the Customer Request Priority System (CRPS), which prioritizes work to be accomplished by Base Civil Engineering zone maintenance. The CRPS priority for individual projects is assigned by 15 CES/CEO.

3.3.4. The organization requesting renovation will designate a project manager to be the single point of contact for the duration of work. The project manager coordinates furniture moves and storage, telephone/LAN removal and hookup and is available to coordinate all requirements between the contractor and the Building 1102 Building Manager. The project manager will not make any changes in scope to an approved renovation project directly with the contractor. All requests for changes will be made to the Building 1102 Building Manager.

3.4. Interior Design.

3.4.1. The PACAF Interior Design Section, HQ PACAF/CECC, has an approved scheme of standard interior finishes and furnishings for Building 1102. All renovation, alteration or repair for Bldg 1102 must comply with these material and installation standards; deviations require written approval of PACAF/CC.

3.5. Self Help.

3.5.1. Projects in Building 1102, within the maintenance expertise of assigned personnel, can be accomplished through self-help.

3.5.2. All self help requests are made on an AF Form 332 describing the work to be accomplished and a list of required materials and must be submitted to the Building 1102 Building Manager. The Building Manager will prepare a letter to 15 CES/CEOS, Base Self Help Store, with a list of materials to be picked up.

3.5.3. Personnel at the Self-Help Store, 449-2008, are available to give tips and help with initial project planning.

3.5.4. All self-help work performed in Building 1102 will conform to the approved standard interior finishes maintained by the HQ PACAF Interior Design Section.

3.6. Furniture.

3.6.1. The PACAF Interior Design Section, 448-6620, maintains a list of all approved systems furniture and vendors. Contact the Interior Design Section when planning the purchase of new systems furniture. New furniture must be approved by PACAF/DS.

3.6.2. Organizations are responsible for disposal of their own old furniture and must either transfer it to other organizations or turn it into the Hickam Furniture Warehouse for reuse. As a last resort, the furniture will be turned in to the Defense Reutilization and Marketing Office (DRMO). Old furniture will not be left in the hallways, stairwells, and mechanical rooms nor thrown in dumpsters. Contact Building Management for further information and before turning in furniture.

3.7. Space Allocation.

3.7.1. Specific guidelines for office space criteria are contained in AFH 32-1084 and are not reprinted in this instruction. Any changes in space allocation requested within Building 1102 must be presented to the FWG for review prior to FB consideration.

3.7.2. New or additional space requests should be submitted in writing to PACAF/DS, with a copy to HQ PACAF/CCQM.

3.7.3. Office moves into or within the building must be approved by the Building 1102 Facility Board and coordinated through the Building 1102 Building Manager before movement begins.

3.7.4. Address a letter to PACAF/DS, with copy to HQ PACAF/CCQM, describing the intent to move reason and date the move is expected to take place.

3.7.5. For furniture and office PACAF Standards refer to Policy and Procedures Booklet found on the PACAF HQ web site: www.hqpacaf.af.mil

3.8. Energy Conservation.

3.8.1. The occupants of Building 1102 must continuously strive to minimize energy consumption.

3.8.2. Turn off lights when a room is empty; when available, turn air conditioning thermostats to the most economical level; keep outside doors and windows closed; and reduce the number of electrical appliances to a minimum. Refer to paragraph 4.2. Electrical Requirements.

3.9. Mechanical Rooms/Air Handler Rooms.

3.9.1. Mechanical rooms and air handler rooms are off limits to all occupants of Building 1102. OSHA regulations state these rooms will not be used for storage and will be completely free of clutter.

3.10. Storage Space.

3.10.1. Organizations must use assigned office space to store office equipment and supplies. Storing office furniture, unless future use is imminently assured, is discouraged.

3.10.2. Old furniture or equipment will be turned in to the Building 1102 furniture warehouse or DRMO to free up space in the building and allow other organizations the use of needed materials. (See para. 4.8.2.)

3.11. Other Items.

3.11.1. No barbecues may occur on the grounds of Building 1102.

3.11.1.1. No barbecue grills may be placed outside the building.

3.11.1.2. Barbecue grills will not be stored inside or immediately outside Building 1102.

3.11.1.3. Propane tanks, charcoal lighter fluid or any combustible substance used to start cooking fires will not be stored inside or immediately outside Building 1102.

3.11.1.4. Coordinate fund-raisers with the Building Manager, 449-2413, to eliminate schedule and location conflicts.

3.12. Keys.

3.12.1. Keys to interior access doors in Building 1102, and their control, are the responsibility of each organization occupying the building.

3.12.2. The organization determines who needs keys to the office and arranges for a predetermined number of authorized keys.

3.12.3. Duplicate keys can be obtained by, submitting AF Form 332 from the Building Representative responsible for the area; request the number of keys needed and indicate justification in block 9. A sample key must be attached to the work request. Allow two to three working days for the locksmith to complete the job.

3.12.4. When an organization moves or changes offices, all existing keys to the vacated rooms will be collected by the Building Representative and turned over to the Building 1102 Building Manager.

3.13. Exterior Access.

3.13.1. Entry to Building 1102 before 0600, after 1800 hours on normal working days, and on weekends and holidays, is coordinated through the Elite Guard, 449-5841, in G Wing, 1st floor. The Elite Guard is authorized the only keys to Building 1102's exterior access doors.

3.13.2. The Elite Guard opens all approved exterior entry doors to Building 1102 at 0600 Monday through Friday. Doors are locked at 1800 hours.

Chapter 4

CONTRACTED SERVICES

4.1. Custodial Services.

4.1.1. Scheduled daily cleaning and periodic janitorial maintenance in Building 1102 is provided by a contracted janitorial service. The janitorial service collects trash, vacuums, dusts and performs basic cleaning requirements on a regular basis.

4.1.2. Carpet shampoo, window cleaning and floor maintenance will be accomplished on a periodic basis determined by the contractor.

4.1.3. Questions or problems with the custodial service can be addressed to the Custodial Supervisor at 449-5179, the Custodial QAE at 449-6047 or the Building Manager at 449-2413.

4.2. Ground Maintenance.

4.2.1. A contracted Grounds Maintenance Service provides lawn and green plant maintenance.

4.2.2. Lawns are cut and trimmed on a regular weekly schedule.

4.2.3. Trees and shrubs are trimmed as needed, and coconuts are removed before becoming a safety hazard.

4.2.4. Questions or problems with the Ground Maintenance Service can be addressed to the Grounds Maintenance QAE at 448-5278 or Building Manager at 449-2413.

MARIO S. CAFIERO, Colonel, USAF
PACAF/Director of Staff

Attachment 1**BUILDING 1102 FACILITY BOARD MEMBERSHIP**Voting Members

HQ PACAF/DS (Chairperson)
 HQ PACAF/CE
 HQ PACAF/FM
 HQ PACAF/SC
 HQ PACAF/SE
 HQ PACAF/SF
 15 SPTG/CC

Non-Voting Advisors

HQ PACAF/CEP (HQ rep to 15 ABW FB)
 HQ PACAF/CCQM (Secretary/Facilitator)
 HQ PACAF/CECC (Interior Design)
 15 CES/CC
 15 CONS/CC

Non-Voting Members (except when vote is
about their area of the bldg.)

HQ PACAF/DO
 HQ PACAF/DP
 HQ PACAF/HC
 HQ PACAF/HO
 HQ PACAF/IG
 HQ PACAF/IN
 HQ PACAF/JA
 HQ PACAF/LG
 HQ PACAF/PA
 HQ PACAF/SG
 HQ PACAF/SV
 HQ PACAF/XP
 15th ABW/MQ
 15th ABW/SE
 15th CPTS/CC
 15th CS/CC
 15th MSS/CC
 15th SFS/CC
 692nd IG/CC
 AAFES
 AFAA/FDW-P
 AFOSI/CC (6th Field Investigations Region)