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Civil Engineering

**FACILITY MANAGER'S GUIDE AND
RESPONSIBILITIES**



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This pamphlet provides Scott AFB personnel comprehensive guidelines for the care and maintenance of their facilities and grounds, operation and conservation of utilities, fire prevention, environmental hazards and compliance, and other related responsibilities. Whether you are a Civil Engineer (CE) customer or a Building Manager of a facility, this pamphlet contains useful information, procedures, instructions, and sample formats to help make your experience with CE a little smoother. In addition, it will assist you in ensuring that government property is maintained and cared for to the highest standard or condition possible within available, limited resources. It applies to all organizations, including non-Air Force associate activities, using real property facilities at Scott AFB. Property responsibility for family housing facilities is covered in other directives.

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1. Base Civil Engineer (BCE) Responsibilities:

- 1.1. The BCE, at the direction of the Base Facilities Board, is responsible for operating, maintaining, repairing, and constructing Air Force real property and real property installed equipment (RPIE) to accomplish the mission most economically. The following are more specific responsibilities:
- 1.2. Assignment, transfer or termination of the use or occupancy of real property facilities under the control of Scott AFB.
- 1.3. Monitor and control space used within buildings and the use of other base real property assets by Air Force and associated activities.
- 1.4. Custody of vacant real property facilities for which the obligated organization has been given a formal release.
- 1.5. Maintain capability to correct any emergency condition 24-hours a day.
- 1.6. Provide reliable utilities to meet readiness requirements, maintain quality of life, and satisfy installation needs.
- 1.7. Provide base support services (i.e., pest control, grounds maintenance, snow removal, etc.).
- 1.8. Accomplish work requirements quickly and establish standards to address quality, customers' needs, and mission requirements. Establish a system to provide customers with the means to accomplish work requirements using their own resources, such as labor, materials, equipment or funds.

2. Organizational Commander's Responsibilities:

- 2.1. Assignment of Facility Managers. The organizational commander or agency chief should designate, in writing, a primary and an alternate facility manager for each building their organization is assigned by the Facilities Utilization Board. A copy of the letter will be forwarded to the CE Customer Service Unit (375 CES/CEOCP) and to the individual(s) concerned (see sample format – [Attachment 1](#)).
- 2.1.1. When a building is occupied or used by more than one organization, the major user (organization with the largest amount of floor space) should appoint the primary and alternate facility manager. This action does not preclude the primary manager from further delegating responsibility to the minor user (squadron with the lesser floor space) for their areas. However, overall responsibility will remain with the primary facility manager.
- 2.1.2. Individuals designated as facility managers should be an officer, NCO or civilian with sufficient authority and ability to perform duties assigned. Individuals designated as alternate facility managers will act on the behalf of the primary during his or her absence. When practical, the primary duty assignment of the designated individual will be in the building or close proximity to the facility for which the person is manager. Facility manager's responsibilities will end when the Base Real Property Office has provided the obligated organization written notice to that effect.
- 2.2. Commanders must ensure alterations, additions, or new constructions are not accomplished without CE approval. Civil Engineering approves **ALL** work in real property facilities, regardless of the method of accomplishment. Therefore, work which is to be accomplished using an AF Form 9, **Request for Purchase**, IMPAC purchase, Simplified Acquisition of Base Essential Requirements (SABER) etc., will require CE approval.

2.3. Commanders must ensure no change is made in the use of real property without approval of the Wing Facilities Board.

2.4. Commanders must ensure real property and installed equipment is not removed, relocated, altered or otherwise changed, without prior approval from CE.

2.5. Commanders must ensure vacated buildings are left in a clean condition, undamaged, except for fair wear and tear, and adjacent grounds have been properly policed, until transferred back to CE.

3. Facility Manager's Responsibilities:

3.1. Policies and Procedures:

3.1.1. Establish and publish rules for the opening, use, and closing of the building/facility during duty hours and for admittance or use during nonduty hours.

3.1.2. Ensure security measures are observed.

3.1.3. Establish procedures to ensure lights not in use are turned off and that heating or air conditioning temperature settings adhere to utility conservation standards IAW SAFBI 32-1006.

3.1.4. Establish a daily routine policing and inspecting the grounds around the building/facility IAW SAFBI 32-1004.

3.1.5. Ensure that users of real property facilities do not tamper with, replace, repair or adjust RPIE, including electrical equipment, thermostats, heating and ventilating equipment, air conditioners, vents, blowers, fixtures or other installed equipment. Further, facility managers will ensure that real property and installed equipment is not removed, altered, relocated, modified or changed without CE's approval.

3.1.6. Establish procedures to immediately notify Customer Service when emergencies occur that involve the building/facility and its supporting utility systems.

3.1.7. Brief occupants/users of the building or facility on their collective responsibility for the care, custody, and protection of the property, including pecuniary liability for loss and damage in excess of fair wear and tear.

3.2. Minor Maintenance, Pest Control, and Housekeeping Duties:

3.2.1. Inspect assigned facilities and RPIE at least monthly. Check the overall condition of the property, as well as doors, windows, lights, plumbing, heating, ventilating and air conditioning equipment. Report adverse conditions or items in need of routine repair or maintenance IAW AFI 32-1001.

3.2.2. Multi-Craft Repair Teams from the Facilities Maintenance element will periodically inspect selected facilities to identify work requirements identified by the facility manager on an AF Form 1219, BCE Multi-Craft Job Order. If required during the visit, the team will also perform periodic maintenance to the facilities electrical, air conditioning, heating, ventilating electrical, and fire detection or suppression systems.

3.2.3. Facility managers are expected to make minor repairs, i.e., plunge stopped-up sinks or toilets, repair small holes in drywall, glue loose wallpaper, change light bulbs, etc. Lights above 12 ft will be changed by CE; lights lower than 12 ft are the responsibility of the facility manager. In

other words, the facility manager is expected to keep the facilities, equipment, appliances, and premises in a state of repair expected of any property owner.

3.2.4. Immediately report any damage to or loss of real property, including equipment. Assist with determining the cause of loss and assist in determining liability. When necessary, managers will assist in preparing a statement of charges or report of survey for damages to the building or facility and installed real property.

3.2.5. Facility managers are responsible for controlling the following pests: cockroaches, ants other than carpenter, centipedes, crickets, earwigs, firebrats, flies, silverfish, sow bugs, mice and miscellaneous flying and crawling insects that do not destroy Air Force property. Responsibilities also include minor infestations of fire ants, wasps, and wasp nests.

3.2.6. Control of insects, which attack indoor plants, flowerbeds, and other ornamental plants that were not planted by CE or other base organizations, are also the responsibility of the facility manager. Pesticides and mice traps are available at the Self-Help Center. Methods provided by the Self-Help Center must be used for 30 days before CE will respond. Facility managers must be able to show that self-help methods have been used. If no evidence is found that self-help measures were used, the Pest Management Shop will ask the facility manager to go through the Self-Help Center first. The Pest Management Shop will return in 30 days if the problem persists. Pest Management will control pests, which are significant health hazards, such as, bees and other ground-nesting wasps. Civil Engineering will also control infestations that cause damage to Air Force property. This includes termites, carpenter ants and wood boring beetles.

3.3. Documentation:

3.3.1. Maintain a facility book for each facility or group of facilities managed. This book should include, as a minimum:

3.3.1.1. AFPAM 32-1004, V3, Attachment 3.

3.3.1.2. SAFBPAM 32-1001.

3.3.1.3. SAFBI 32-101.

3.3.1.4. Key control register/hand receipts.

3.3.1.5. Direct Scheduled Work Order Log.

3.3.1.6. Work Request Log.

3.3.1.7. Copies of all outstanding AF Forms 332, **BCE Work Requests**, submitted.

3.3.1.8. Current AF Form 1219 (if applicable).

3.3.1.9. SAFBVAs 31-201 through 31-204, **Threatcon Signs**.

3.3.1.10. Copy of the facility manager's appointment letter.

3.3.1.11. List of important phone numbers (see **Attachment 4**).

3.3.2. A current listing of all open work order with status for each facility may be obtained from Customer Service.

3.4. Space Utilization and Key Control:

3.4.1. Acknowledge receipts of, and be responsible for all keys to a building, including the redistribution of keys to other occupants or users as directed by your commander. The facility manager may request duplicated keys, rekeying or lock changes, as necessary, on an AF Form 332. The AF Form 332 may be submitted to Customer Service or you may take advantage of the Lock Shop's walk-in key-duplicating service. Walk-ins are allowed from 1100-1300 on Tuesdays and Thursdays. The Lock Shop is located in Bldg 531. In accordance with SAFBI 32-101, keys will be accounted for at all times and must be returned to the manager when the holders are reassigned or no longer employed.

3.4.2. Monitor assigned space of user organization to ensure use is in compliance with base infrastructure board approval and report any change in use, change of occupant or vacant space to the Real Property Office (375 CES/CECPR).

3.4.3. When a facility is vacated, ensure that it is clean, orderly, and secured to prevent unauthorized entry. Additionally, tag all keys and return them to Customer Service.

3.5. Fire Safety. Ensure fire-fighting equipment in the facility is available and ready for use at all times. Take immediate action to correct any fire hazards and ensure that all users and occupants of the facility comply with fire prevention directives. Notify CE Customer Service or Fire Department of any potential fire or safety hazards. In accordance with SAFBI 32-2001, the facility manager is responsible to the unit commander for fire-safe conditions of the facilities under his or her jurisdiction.

3.6. Grounds Maintenance. Facility managers ensure that the grounds of the facility are maintained according to standards. Any discrepancies must be reported to the Grounds Quality Assurance Evaluator (QAE), 256-4710. For further information, refer to the Maintenance Engineering Section later in this pamphlet.

3.7. Custodial Services. Monitoring and/or reporting custodial service are the responsibility of the facility manager. Inspect work daily or as frequent as the service is provided, and report any unsatisfactory work to the custodial QAE, 256-4710. The CE will provide a statement of work, frequency and area to be serviced to each facility manager. For further information regarding custodial services, refer to the Maintenance Engineering Section later in this pamphlet.

3.8. AF Form 103, BCE Work Clearance Request. This form is commonly called a "digging permit" because it's required prior to any digging. (In accordance with Illinois State Regulations, any disturbance of earth requires a digging permit.) It is also used for any work that may disrupt aircraft or vehicular traffic flow, base utility services, protection provided by fire or intrusion alarm systems or routine activities of the installation. Process the form just prior to the start of the work. If delays are encountered or the conditions at the job site change, the form must be revalidated and reapproved. This permit is initiated through the Planning Section. If this requirement is ignored and damages are incurred, all costs for repairs will be charged to the responsible party.

3.9. Training. The facility manager that is being replaced will brief the new facility managers upon the appointment. In accordance with AFPAM 32-1004, V3, each facility manager must attend an annual briefing provided by CE. The training will address the facility manager's responsibilities, submissions of work, changes in CE procedures, controlling keys, and self-help work, as well as alternative methods of finding materials, funding, and CE support.

4. Work Categories. Under CE's Objective Squadron Concept, you will deal with a single Customer Support Element for all your maintenance and repair needs. As a facility manager, it is your responsibility to identify and report all known work requirements to CE. It is CE's responsibility to estimate, plan, program, schedule, and accomplish the requested work in a timely manner in accordance with base priorities. Effective communication between the facility manager and with CE Customer Service personnel is vital. Customer Service personnel will provide a control number to each work requirement that is turned in and can provide updated status of each work request on an as needed basis. Civil Engineering work requirements essentially fall into one of five different categories.

4.1. Direct Scheduled Work Order (DSW). Work requirements that are small in scope, normally less than 50 man-hours and/or \$2000 in material cost. The DSW's can be initiated verbally through the CE Service Call Desk or written using the AF Form 332. The following work classifications are used for DSW's:

4.1.1. Emergency DSW. Any work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness. It includes providing security to areas subject to compromise, eliminating Risk Assessment Code (RAC) hazards of 1, Fire Safety Deficiency Code (FSDC) of 1 or protecting high-value property and equipment. An emergency includes, but is not limited to, the total failure of the electrical, fire protection, heating and air conditioning or security alarm system. It also covers situations that would result in imminent or catastrophic facility damage. A craftsman should respond within 24 hours for an emergency DSW.

4.1.2. Urgent DSW. Work required to provide security to areas that could be compromised; to eliminate RAC 2 and 3's, FSDC 2 or to protect valuable property or equipment. An urgent includes a stopped-up toilet that can't be unstopped by a plunger, no heat in a single room, air conditioning inoperative in a single room, etc. The facility manager will make urgent requests, and Customer Service personnel will make the final determination as to whether or not the requirement is actually an urgent. A craftsman will respond to urgent conditions within 7 calendar days.

4.1.3. Routine DSW. Work requirements that are essential and should be handled in a timely manner. Routine work has a 30-day commitment.

4.2. Recurring Work . Recurring work applies to real property, real property installed equipment or systems, and other equipment maintained by CEs. Recurring work consists of operations, recurring maintenance, service work, and other work for which the scope and level of effort is known without an earlier visit to the job site each time the work is scheduled. It includes all recurring work needed to prevent breakdown of critical facilities, equipment or utilities.

4.3. Facility Maintenance Schedules. On a preestablished schedule, a facility inspector will meet with the facility manager and walk through the facilities listed on [Attachment 5](#), Buildings for "Hit" Maintenance. Routine items are noted on an AF Form 1219. A facility maintenance crew (hit team) will respond on their scheduled visit and repair as many items as possible. Items not accomplished during the visit will be carried over to the next visit.

4.4. Work Orders. Work requirements that require detailed planning, large material purchases, and/or a large number of work hours. There are several methods of accomplishment for work orders.

4.4.1. In-house Work Orders. Work requirements over 50 man-hours and/or \$2000 in material cost are considered for in-house accomplishment. In-house work orders are planned, programmed and executed through the CE Operations Flight using CE forces.

4.4.2. Self-Help Work Orders. The Self-Help Program gives the building occupants the opportunity to improve or enhance their facility. The Self-Help Center offers a wide variety of items to maintain or upgrade facilities.

4.4.3. Local Manufacture. Work requests submitted on AF Form 332 from Base Supply with a DD Form 1348-6, **Single Line Item Requisition System Document**, attached. A local manufacture is an item that is so unique that Base Supply cannot find a vendor to manufacture. Base Supply will request CE, if the expertise exists to build the item. The customer pays Base Supply for the item and Base Supply reimburses CE.

4.5. Project/Contract Work Requirements. Work requirements that are beyond the capacity or capability of CE in-house forces are considered for contract accomplishment. If approved for contract, a project number will be assigned. Some contract work requirements can be accomplished through a SABER contract. Other contract work requirements may be accomplished through the regular O&M (Operations & Maintenance) Contract Program. Projects are accomplished through the CE Engineering Flight.

5. Identifying Requirements. A facility manager can identify work to CE either verbally or written. The DSW-type work that is classified as an emergency or an urgent requirement may be called in through the service call desk, Ext. 256-2202. All other requirements should be submitted on an AF Form 332. Civil Engineering will decide which method is most appropriate depending on the availability of manpower and funding.

5.1. AF Form 332 Process:

5.1.1. An AF Form 332 is used to identify maintenance and repair work, renovations, new work, or replacement of real property such as heating systems, air conditioning systems, and any item that is attached to the facility. It is used to identify paint requirements, carpet installations, tree trimming, sign requests, and key requests. Self-help work is also identified on an AF Form 332. For further guidance on self-help refer to SAFBI 32-104.

5.1.2. Anyone may request work on an AF Form 332; however, requests for new work, facility modification or minor construction, should have the organization's commander signature on Block 13. The facility manager or customer may sign all other requests. However, if the facility manager isn't the requester, they should coordinate in Block 14 prior to submitting to CE. All AF Forms 332, with the exception of key and lock requests, must be coordinated through Wing Safety, Bioenvironmental, Environmental Management, and the Fire Department as a minimum. The CE Customer Service personnel will determine if additional coordination is required. The requester may hand carry the request to each of these organizations or drop it off at CE Customer Service, Bldg 528. Civil Engineering will obtain the coordination at a weekly coordination meeting.

5.1.3. Upon receipt, CE Customer Service will review the request to ensure it is a CE responsibility and all supporting documents are attached. It is imperative that all sketches, diagrams, maps, safety/fire reports and/or applicable AFI's are attached to the request. This step will assist in determining the needs of the customer. Once accepted, a control number will be issued and a copy of the request with the number will be returned to the requester.

5.1.4. Routine maintenance and repair-type work within DSW scope will be assigned a DSW number and sent to the appropriate shop for accomplishment. All other requests will be assigned a work request number and sent to the Work Request Review Panel (WRRP) for review.

5.1.5. The WRRP consists of the Chief or Deputy Chief of Operations and representatives from the following CE Sections: Customer Support, Maintenance Engineer, Planning, Plans and Programs, SABER and Fire Department Technical Services. The WRRP reviews the request and determines the best method of accomplishment, i.e., SABER, in-house, contract, etc. The request is processed based on the WRRP's recommendation.

5.1.6. Requests approved for contract are sent to the Engineering Flight, Plans and Programs Section (CECP) to have a project number assigned. After the project number is assigned, a status letter is prepared and sent to the requester. The project number should be used for future inquiries on work status.

5.1.7. Requests approved for in-house accomplishment will be sent to the Planning Section to prepare job phase/task sheets, bill of materials, work clearance requests, and any other pertinent data. After the request is fully planned, it is sent to the In-Service Programmer to be programmed into the future In-Service Work Plan. Estimated completion time for an in-house work order from the time of approval is approximately 180 days.

5.2. Carpet Requests. All carpet installations and replacements require a carpet certificate. To obtain a carpet certificate, the facility manager or requester must submit an AF Form 332 with the carpet manufacturer's data attached. The data must include the manufacturer's name, address, telephone number, style of carpet, color, part/item number, Flame Panel Test Rating (must be CLASS 1), and whether it is rolled or tiled carpet. The AMC Design Center, Bldg 40, can assist the requester with obtaining this data. Upon receipt of the AF Form 332 with attached data CE will verify that the carpet meets fire rating and the color selected matches the facility's décor. Once verification is complete, CE will attach a copy of the carpet certificate to the approved AF Form 332 and return to the requester.

6. Fire prevention. The Fire Prevention Program is set up and maintained to ensure fire safety in all buildings. This is accomplished through education and training of all personnel assigned to base facilities. In order to achieve these goals, facility managers have a broad range of responsibilities to fulfill. The items listed in this section are intended to give a more comprehensive scope of the responsibility that comes with being named facility manager. The facility manager is the point of contact for all fire-related issues within their facility, as such, they are required to:

6.1. Accompany fire inspectors during all inspections. If this is not possible, appoint a qualified substitute.

6.1.1. Correct any hazard or deficiency promptly. Hazards or deficiencies can be corrected on-the-spot or by submitting an AF Form 332 with the hazard report attached.

6.1.2. When hazards and deficiencies are noted that can't be corrected on-the-spot, an AF Form 1487, **Fire Prevention Visit Report**, will be issued. Please note the suspense date and coordinate corrective action through your commander to get the Fire Prevention Visit Report returned on time. Your commander will be notified of the AF Forms 1487 that do not meet the assigned suspense date.

6.2. Make weekly fire safety inspections, checking fire extinguishers, installed fire protection systems, emergency lights, exit lights, and housekeeping practices. Pay particular attention to the use of extension cords, restricted hallways or blocked exits, and storage of flammables. Power down electrical equipment if it will be unattended for an extended period.

6.2.1. Outside housekeeping is often overlooked. Keep fire lanes and hydrants unobstructed and accessible. During the winter months, this also means snow removal. Limit smoking to authorized areas only.

6.2.2. Perform monthly inspections of fire extinguishers and document. How you document is your choice--tags on the extinguisher, notebook, or electronically --all are acceptable methods. We strongly recommend keeping a folder to track extinguisher inspections, work orders, visit reports, (hood and duct cleaning and deep fat fryer thermostat calibration, where applicable), training or other necessary documentation. SAFBI 32-2001 is required reading for facility managers and provides excellent guidance for your walk-through inspections.

6.3. Train all personnel that work in your facility in fire reporting procedures, location and use of both fire extinguishers and alarm pull boxes, as well as emergency evacuation procedures.

6.3.1. Post emergency reporting numbers on all phones.

6.3.2. Walk-through at the close of business each day to ensure your work area is fire safe. This task can be delegated to trained personnel who are/or on duty at the time of closing. If there are any questions concerning fire safety or of the responsibilities mentioned, contact the Fire Prevention Section at 256-5130.

7. Bioenvironmental engineering services (bes):

7.1. OSHA's Hazard Communication (HAZCOM) Standard. HAZCOM was established to ensure workers are trained on the chemical hazards in their work environment. It consists of three elements that require action by supervisors: written program, labeling of chemicals, and training.

7.2. The written program includes establishing a 3-ring binder with AFOSH STD 161-21, SAFBI 48-101, the work area's listing of chemicals, Material Safety Data Sheets (MSDS) for each chemical, and OIs on nonroutine tasks. These items must be maintained in the work area where the chemicals are used.

7.3. Manufacturers must label their products. Labeling must include the identity, hazard warnings, and name and address of manufacturer. Secondary containers or containers with unreadable markings must be labeled.

7.4. Training is required for supervisors and workers. Military Public Health (MPH), 256-4986, administers the initial HAZCOM Training. Supervisors must conduct work area specific training at least annually, anytime a new hazard is introduced into the work area, and when new workers begin employment. Training must be documented on an AF Form 55, **Employee Safety and Health Record**, or equivalent. Work area training must include HAZCOM Program, chemical hazard, and control measures in the work area, and instruction on the use of an MSDS.

7.5. Lead Paint and Asbestos. Many of the facilities on Scott AFB were built when lead paint and asbestos were widely used. Lead paint can be an ingestion and inhalation hazard. Asbestos can be an inhalation hazard. If a Scott AFB employee notices paint or insulation material in poor repair or the employees cannot perform their work without disturbing the paint or materials, they must notify BES and complete an AF Form 457, **USAF Hazard Report**, and an AF Form 332. The BES is available to perform sampling and analysis to confirm the presence of lead or asbestos.

7.6. For more information on Scott's Occupational Health and Environmental Surveillance Program, please refer to "A Guide for Occupational Health and Safety Training" prepared and distributed by

MPH and BES. This booklet contains information on hazardous noise, radiation, heat disorders, chemical hazards, Respiratory Protection Program, pollution prevention, occupational physicals, and hazards for pregnant employees. If you have any questions, please call BES at 256-7307 or MPH at 256-4986.

8. Environmental Management. With the increasing amount of environmental issues affecting human health and the environment, the BCE's Environmental Management Flight at Scott is the focal point for all environmental issues on base. Environmental Management is divided into four sections in order to attain goals set by the United States Air Force.

8.1. The Environmental Compliance Section oversees environmental regulatory laws at the federal, state, and local level, while addressing overall environmental quality objectives and comparing environmental risk across programs. It also incorporates a planning element which is responsible for evaluating and assessing current and future operations, procedures, and processes as they relate to the National Environmental Policy Act (NEPA). The Air Force Program, which addresses NEPA, is the Environmental Impact Analysis Process (EIAP). This process functions as a working group to review work orders, identify discrepancies, and develop plans to correct deficiencies. Training is provided to base employees and residents to enhance environmental awareness or to increase knowledge and expertise.

8.2. The Environmental Restoration Section administers the Installation Restoration Program, the military's version of the Superfund Contaminated Site Cleanup Effort. This section ensures proper remedial actions are implemented at sites where past releases of contaminant have occurred.

8.3. The Natural and Cultural Resources Section establishes, coordinates, and maintains the natural resources management program in compliance with local, state, and federal agencies. This program encompasses the management of forests, horticulture, fish, urban forestry wildlife, and landscaping activities. Also, this branch integrates historical and archeological preservation requirements through planning and management, while encouraging rehabilitation and adaptive use of significant historical resources.

8.4. The Pollution Prevention Section is a proactive measure to decrease hazardous material purchases and reduce hazardous waste and solid waste disposal through minimization and recycling. In an effort to achieve success in pollution prevention, the Hazardous Material Pharmacy (HAZMART) monitors and approves all hazardous material purchased on base (Supply or IMPAC purchases). The HAZMART is located in Bldg 555 and can be reached at 256-5962. Another pollution prevention initiative is an active recycling program. The Recycling Center is located in Bldg 3286 (on East Drive) and can be reached at 256-6431 during normal duty hours.

8.4.1. Hours of Operations are: Monday - Friday, 0700-1600; Saturday, 0700-1300; CLOSED on Sundays and all Federal holidays.

8.4.2. Materials Recycled:

8.4.2.1. Paper.

8.4.2.2. Cardboard.

8.4.2.3. Newspapers/magazines.

8.4.2.4. Plastic.

- 8.4.2.5. Aluminum/steel cans.
- 8.4.2.6. Fluorescent light bulbs.
- 8.4.2.7. Toner cartridges.
- 8.4.2.8. Ferrous/nonferrous metals.

9. Maintenance Engineering. One of the functions of Maintenance Engineering is the monitoring of certain base contracts.

9.1. Custodial Contract Services:

9.1.1. Updated prints will be provided to facility managers annually, if a change has occurred, showing areas to be serviced. If changes occur to these prints, i.e., self-help projects, areas to be serviced, renovations (portions of the facility are occupied/unoccupied during the renovation period), etc., please notify the Inspector/Acceptor (I/A) listed in [Attachment 4](#), Important Phone Numbers.

9.1.2. A Custodial Service Schedule is posted in each facility (or section of a facility should services or facility managers differ). It shows the types of service, phone numbers of the facility manager, and I/A.

9.1.3. When the facility managers are replaced, please pass on information or request a visit from the I/A. The approval process for custodial contract changes is forwarded through the I/A and the 375 CES/CEO (Operations Flight Commander).

9.2. Grounds Maintenance and Contract Services (Grass Cutting/Snow Removal).

9.2.1. Ensure grounds are maintained according to base standards as outlined in SAFBI 32-1004. Maintenance includes policing the area, ensuring sidewalks are kept clear and swept, and parking instructions are enforced. General upkeep and cleanliness of the grounds surrounding the building, including streets, is the facility manager's responsibility.

9.2.2. Contract grounds maintenance is provided to most facilities on Scott AFB.

9.2.3. Snow removal contract work does not include all facilities, sidewalks, and parking lots. It is the facility managers responsibility to have a shovel and ice melt (available at the Self-Help Center) to ensure immediate pathways are clear and not slippery for his/her facility.

9.2.4. Grounds maintenance questions should be directed to the number listed in [Attachment 4](#).

9.3. Asbestos/Lead Paint Contract Services. All facility managers must be aware of lead and asbestos health hazards if their facility has been identified as having these health hazards. If you have concerns or questions, please call the number listed in [Attachment 4](#).

9.4. Paint Contract Services:

9.4.1. Contracted paint services are provided to all facilities and tenant organizations of Scott AFB Organizations are encouraged to support and take an active role towards facility improvements by identifying targets of opportunity.

9.4.2. Facility managers must submit an AF Form 332 to the Self-Help Store, prior to performing self-help work that requires purchase request or IMPAC buys. New work must be reviewed by the base Lead-Based-Paint (LBP) Program Officer at 256-4710 for clearance and evaluation of facili-

ties for LBP hazards, in accordance with Illinois and Federal Environmental Protection Agency directives.

9.4.3. No paint requirements will be accomplished until approval has been granted by the base LBP Program Officer.

9.5. Portable Latrine Contract Services. Portable latrine questions should be directed to the portable latrine QAE. The number is listed in [Attachment 4](#).

9.6. Washer/Dryer Contract Services:

9.6.1. Before calling the QAE for service, the facility manager's responsibility is to check the following:

9.6.1.1. Circuit breakers, to ensure they are not tripped and ensure the appliance is plugged in.

9.6.1.2. Water is turned on (where applicable) and ensure that the inlet screens are clean on the washer hoses.

9.6.2. Washer/dryer questions/calls should be directed to the QAE. The number listed in [Attachment 4](#).

9.7. Refuse Contract Services. Please refer to materials recycled section located under Environmental Management.

JAMES S. BRACKETT, Lt Col, USAF
Base Civil Engineer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-1001, *Operations Management*

AFI 32-1053, *Pest Management Program*

AFPAM 32-1004, V3, *Working in the Operations Flight Facility Maintenance*

AFPAM 32-1004, V3, *Attachment 3, Building Manager's Handbook*

SAFBI 32-101, *Key and Lock Control for Real Property Facilities*

SAFBI 32-1002, *Pest Management Program*

SAFBI 32-1004, *Maintenance of Structures and Grounds*

SAFBI 32-1005, *Airfield and Base Snow Removal and Ice Control*

SAFBI 32-1006, *Peak Electrical Demand Readiness Procedures*

SAFBI 32-2001, *Fire Protection Program*

SAFBI 48-101, *Occupational Health, Education, and Hazard Communication Program*

SAFBVA 31-201, *Threatcon Alpha*

SAFBVA 31-202, *Threatcon Bravo*

SAFBVA 31-203, *Threatcon Charlie*

SAFBVA 31-204, *Threatcon Delta*

Attachment 2

FACILITY MANAGER APPOINTMENT LETTER

“LETTER HEAD”

Date: _____

MEMORANDUM FOR 375 CES/CEOCP

FROM: _____

SUBJECT: Facility Manager Appointment Letter

The following personnel are appointed facility managers for facility(s) _____:

| | UNIT | DUTY | HOME |
|----------------|------------|-------|-------|
| RANK/FULL NAME | OFFICE SYM | PHONE | PHONE |

Primary:

Alternate:

Please contact _____ at Ext. _____ if you have any questions.

SQUADRON COMMANDER’S SIGNATURE

Attachment 4

FACILITY MANAGER'S CHECKLIST - EXTERIOR

| NO | ACTION | YES | NO |
|------------------------|---|-----|----|
| 1 | Is landscaping alive, trimmed, and clear of debris and weeds? Does it reflect local themes? | | |
| 2 | No garbage, cigarette butts (butt can painted tobacco brown) or other debris anywhere around facility? | | |
| 3 | When ground cover is used is it contained and evenly distributed? | | |
| 4 | Are planted areas edged and containment method prevents ground cover from scattering? | | |
| 5 | Is grass evenly cut and all sidewalks cleanly edged? Weeds removed from sidewalks and parking lots. | | |
| 6 | Are exterior signs for facility clearly displayed, mounted level, and meeting local base criteria? Signs should be reduced to the minimum number and size required to effectively transmit message. Avoid placing two or three signs on top or next to each other. | | |
| 7 | Are all ground-mounted signs enhanced with landscaping? | | |
| 8 | Is building exterior painted to base standards? Is the building number clearly displayed? | | |
| 9 | Do all objects provided by vendors (i.e., newspaper dispensers, phone booths, coin/vending machines) in good shape and match the color scheme for the facility interior or exterior? Are they positioned out of direct sight of public entries? Are coin/vending machines protected or in screened areas if possible? | | |
| 10 | Is exterior lighting complimentary, adequately bright, and are public service signs illuminated? | | |
| 11 | Are all exterior lighting fixtures working? All lenses clear of dead insects? | | |
| 12 | Do trash cans, butt cans, ashtrays, and other receptacles match or enhance the appearance of a space? Ensure there are no red butt cans? All should be unobtrusive, not detracting from building entrances, and set on level ground or concrete mini pads (better option) | | |
| 13 | All abandoned pipes, vents, grates, or electrical boxes removed? Are all working elements in good shape? | | |
| 14 | Are exterior stairwells clean, free of debris and cobwebs? Safely lit and protected from elements? Do stairs have slip-resistant surfaces? | | |
| WALLS AND DOORS | | | |
| 1 | Do any exposed CMU interior walls exist? if yes, have you identified to CE for treatment? | | |
| 2 | Are all wall surfaces clean with no soot or dust from HVAC ducts? | | |

| NO | ACTION | YES | NO |
|---------------|--|-----|----|
| 3 | Do all exterior and interior displayed patches meet current colors scheme? Are other AMC logos to standards for sharp professional image? Is patch edges frayed or unattached to mounting surface? | | |
| 4 | Are walls decorated with appropriate pictures/posters (tasteful and framed)? | | |
| 5 | Do fire bells, fire extinguishers cases, fire hose enclosures, phones, outlet faces plates, emergency lighting boxes, speakers, thermostats, and other wall-mounted devices (not required to be a certain color by regulatory agency) match interior color scheme? Are they recessed into wall where possible? | | |
| 6 | Are windows clean, free of cobwebs, and have curtains/blinds that complement decor? | | |
| 7 | Are all mounted directional or function signs framed or otherwise finished in a manner that compliments interior design (Paper signs taped to walls do not reflect appropriate professional appearance.) Signs should be reduced to the minimum number and size required to effectively transmit message. Avoid placing two or three signs on top or next to each other. Signs should be standardized to the maximum extent possible (color, design, font, etc.). Brown exterior signs should not be used for building interiors | | |
| 8 | Are all building directories, maps, and office designation signs clearly displayed, correct, and enhance appearance? | | |
| 9 | Are all exposed piping, electrical conduits, and vents treated to be subdued and unobtrusive? Electrical cords, computer/communication cables, and other wires should be concealed from view | | |
| 10 | Are there any unused brackets, hooks or mounting devices that can be removed without damaging finishes? | | |
| 11 | Are wall and door protectors free from dents, scuffs, and marks? | | |
| 12 | Is automatic door opening sensors properly aligned to prevent errant opening? | | |
| 13 | Are squadron showcases (i.e., trophies, plaques), recognition boards, and bulletin boards clean, professional and prominently displayed? Are all pictures and notices current? | | |
| 14 | Do water fountains work? Are they clean, in good shape, and do they match decor? | | |
| 15 | Are clocks working and do they compliment the decor? | | |
| FLOORS | | | |
| 1 | Are mats to facility and decorative rugs within facility clean and undamaged? | | |
| 2 | Are stairway hand railings clean, undamaged, and do they match decor? Are they attached to walls at all designed locations? | | |
| 3 | Are carpets clean and free of stains and frayed edges? | | |
| 4 | Are tile floors clean, polished, and free of scuffs, cracks, and gouges? | | |
| 5 | Are stairway surfaces clean and to standards? | | |

| NO | ACTION | YES | NO |
|-----------------|--|-----|----|
| 6 | Are floor electrical fixtures protected from moisture and finished to blend in with floor finish? | | |
| CEILINGS | | | |
| 1 | Are all ceiling tiles clean, undamaged and not warped? Is ceiling grid undamaged? Are cobwebs collecting in corners? Any holes present? | | |
| 2 | Are all lighting fixtures operational? Are fluorescent bulb colors consistent? Are fixture lenses consistent with the décor, unbroken, not chipped, clean, and insect free? | | |
| 3 | Are all lights that are wired to motion sensors or timers working properly to conserve electricity? | | |
| 4 | Are heat/fire detectors finished to blend in with ceiling color? | | |
| 5 | Are loose cables or wires hanging from the ceiling or along walls that are not encase? | | |
| 6 | Are all ducts, vents, and surrounding walls/ceilings clean of dust and dirt? | | |
| GENERAL | | | |
| 1 | Are the primary public customer interface areas clean? Do all areas reflect pride? Are latrines adequately maintained? | | |
| 2 | Are all customer survey collection boxes, information counters, and sign up areas clearly denoted and compatible with decor? Counters and boxes themselves should be sharp in appearance, clean, not chipped around edges, neat, and uncluttered | | |
| 3 | Does facility decoration enhance overall color scheme? Are plants considered/used in interior decoration? | | |
| 4 | Are all doors working? Is all door hardware in good operating condition? | | |
| 5 | Are building janitorial contracts, executed by BCE, reviewed to be sure they meet customer needs for: Frequency Type of service performed Areas of concentration (latrines, common areas, customer area) | | |
| 6 | Are desired changes to janitorial contracts actively worked by facility managers? | | |
| 7 | Are carpet cleaning and floor servicing contracts overseen by facility managers? | | |
| 8 | Are refuse collection contracts for facilities reviewed by each facility manager for adequacy to prevent debris from overflowing dumpster and littering areas? | | |
| 9 | Is furniture in good shape, clean, and adequate for office function? Does furniture match in design from room to room? Do chairs match furniture in design and are they free of rips and tears in upholstered areas (particularly where arm-rests contact table and desk edges)? | | |

| NO | ACTION | YES | NO |
|---------------|--|-----|----|
| 10 | Are boxes or files laying around not in use? Are office trash cans hidden from view? | | |
| SAFETY | | | |
| 1 | Are all energized switches, receptacles, and junction boxes covered with suitable plastic covers? | | |
| 2 | Are breaker switches free from being taped in the on/open position? | | |
| 3 | Does a built-in fuse or circuit breaker control multiple-type electrical outlets? | | |
| 4 | Are blocked doors or passages marked "Not an Exit"? | | |
| 5 | Is the facility clean and orderly? | | |
| 6 | Are the building floors kept smooth and free of obstruction and slippery material? | | |
| 7 | Is flooring (carpets, tiles, and linoleum) in good condition, providing no tripping hazards? | | |
| 8 | No more than a day's supply of paint or other flammable material is kept in the immediate work area? | | |
| 9 | Are aisles and passageways kept clear and in good repair, with no obstructions across? Or in the aisles that could create a tripping hazard? | | |
| 10 | Do temporary barricades guard temporary floor openings? | | |
| 11 | Are areas adjacent to sprinkler control valves, fuse boxes, and electrical switch panels kept free of obstructions? | | |
| 12 | Are all portable metal ladders stenciled "DANGER-DO NOT USE AROUND ELECTRICAL EQUIPMENT" in 2-inch high red letters, if not marked with safety instructions by the manufacturer? | | |
| 13 | Are defective ladders (missing nonstop bases, wobbly, rickety or otherwise in poor condition) tagged with a danger tag and removed from service until repaired or destroyed? | | |
| 14 | Is office furniture (desks, chairs, filing cabinets, tables, etc.) in good repair? | | |
| 15 | Are office fans well-guarded, front and back, with guards to prevent fingers and hands from getting inside the guard? | | |
| 16 | Have power cords running through doorways, walls, under carpets or rugs been eliminated? | | |
| 17 | Is personal protective equipment (goggles, gloves, safety-toed shoes, and earmuffs) used by personnel when operating powered equipment? | | |
| 18 | To prevent tripping hazards, are desks and filing cabinet drawers closed when not in use? | | |
| 19 | Are personnel opening only one file drawer at a time to prevent the cabinet from toppling over? | | |

| NO | ACTION | YES | NO |
|----|---|-----|----|
| 20 | Are doors that open directly into passageways marked with signs stating "OPEN DOOR SLOWLY"? | | |
| 21 | Are file cabinets arranged so those file drawers do not open into aisles? | | |
| 22 | Are paper cutters equipped with guards to prevent hand and finger injuries? | | |
| 23 | Is there a HAZCOM Program established in the facility? Does it include a list of chemicals used in the facility, MSDS for each chemical, labeling for each chemical, and worker's training? | | |
| 24 | Are paint and insulation materials in poor repair? Have these been tested for lead or asbestos (call Bioenvironmental, 256-7307)? | | |
| 25 | Fire reporting phone numbers are attached to all phones? | | |
| 26 | Are fire extinguishers in proper working order? <ul style="list-style-type: none"> a. Is pin inserted to prevent accidental damage? b. Is seal installed to keep pin secure? c. Is proper working pressure indicated on gauge to ensure proper operation? d. Is extinguisher in overall good repair (free of dents, rust, and damaged parts)? | | |

Attachment 5

IMPORTANT PHONE NUMBERS

| | |
|--|----------|
| Asbestos/Lead Paint I/A ----- | 256-1544 |
| Bio-Environmental ----- | 256-7307 |
| Contract Management ----- | 256-4825 |
| Custodial I/A ----- | 256-4204 |
| Customer Service ----- | 256-2202 |
| Drafting ----- | 256-4764 |
| Emergency Service Call Desk ----- | 256-2202 |
| Environmental Management ----- | 256-2092 |
| Fire Department Technical Services ----- | 256-5130 |
| Grounds Maintenance I/A ----- | 256-4710 |
| Headquarters Facility Maintenance ----- | 256-2528 |
| Plans and Programs ----- | 256-3701 |
| Quality Assurance Evaluators (QAE): | |
| Portable Latrine ----- | 256-1544 |
| Paint ----- | 256-4280 |
| Refuse ----- | 256-1544 |
| Washer & Dryer ----- | 256-1544 |
| Real Estate Office ----- | 256-2926 |

| | |
|------------------------|----------|
| Recycling Center ----- | 256-6431 |
| Resources ----- | 256-3457 |
| SABER ----- | 256-5064 |
| Self-Help Center ----- | 256-8349 |
| Wing Safety ----- | 256-6311 |

Attachment 6

“HIT” MAINTENANCE FACILITY LIST

| Building Number | Occupants | Remarks |
|-----------------|---|----------------------------|
| | | |
| P-3 | Legal Office | |
| P-6 | Fitness Center | |
| P-10 | MPF | |
| 150 | Essex House | |
| 386 | Youth Center | |
| 1192 | Golf Course | Club House Only |
| 1508 | Lodging | |
| 1509 | Lodging | |
| 1510A&B | Lodging | |
| 1512 | Lodging | |
| 1513 | Lodging | |
| 1550 | Lodging | |
| 1551 | Lodging | |
| 1560 | Scott Club | |
| 1630 | Child Development Center | |
| 1670 | Base Theater | |
| 1800 | Nightingale Inn | |
| 1805 | Mazie Gilland Child Care Center | |
| 1810 | Dorm | |
| 1820 | Dorm | |
| 1830 | Dorm | |
| 1906 | Huyser House | |
| 1912 | Dorm | |
| 1930 | Pronto Pizza/Teen Center/Family Support | |
| 1934 | Bowling Center | |
| 1940 | Base Library | |
| 1948 | Scotty's | |
| 1987 | James Gym | Currently Under Renovation |
| 1989 | Skills Development Center | |