Civil Engineering

REAL PROPERTY MANAGEMENT FOR BUILDING MANAGERS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction is applicable to all Louisiana Air National Guard activities located at the Naval Air Station-Joint Reserve Base, Jackson Barracks, Camp Beauregard, England Airpark, and Hammond.

SUMMARY OF REVISIONS
A (★) indicates revisions from the previous edition.

1. **Scope.** This instruction addresses the assignment of Building Managers, their related responsibilities, and procedures for processing work requests for repairs, minor construction, and self-help. It also covers inspections of facilities and training of assigned building managers.

2. **Building Manager Assignments.** Building Managers are the designated representatives of the organizational commanders for each building or facility assigned to that organization. As the Commander's representative, Building Managers serve in a capacity to assist the Base Civil Engineer (BCE) in performance of Real Property Maintenance responsibilities.

2.1. Organizational commanders will designate a primary and alternate Building Manager for each building assigned to their organization.

2.1.1. The Base Civil Engineer will be advised, in writing, of the assignments. A letter will be sent out by the Real Property office when it is time to update the building manager's records.

2.1.2. Changes in assignments must be made, in writing, to the Base Civil Engineer 10 days before desired changes.

2.2. Building managers, as the unit commander's designated representative, should have the authority and ability to perform their responsibilities.

2.3. The Base Civil Engineer will prepare a list of building managers from the data received from each organization.

2.4. A copy of the consolidated list will be furnished to the Security Police office, the BCE Production Control Center (PCC), and other functions determined by the BCE.

3. **Responsibilities of Building Managers.** Building Managers, in cooperation with all occupants and users of a building and facility, are responsible for the care, custody, and protection of the assigned real property. Every effort will be exerted to safeguard the property from damage or loss. Building managers serve with the following primary responsibilities:

3.1. Responsible for all keys to the building or facility to include the redistribution of keys to other personnel as directed by the organizational commander and maintained on key log. Use a general purpose form or computer generated product.

3.1.1. All keys distributed will be documented on the key log.

★3.1.2. All keys will be returned to the Building Manager when holder resigns or transfers. Lost keys will be replaced at the units' expense. To ensure that the key issue database is updated, the Building Manager is required to contact Civil Engineering Real Property Manager to inform him that a key has been turned in. The following information will be required: Key holder's Name, Building Number, Room Number, Key Number. The Base Clearance out-processing checklist will require all out-processing personnel to process out through Civil Engineering. Civil Engineering personnel will check key database to ensure the out-processing person has turned their key into their Building Manager. If out-processing person turns key in during out- processing, the Real Property Manager will accept the key and return it to the Building Manager for re-issue. Civil Engineering personnel will not sign the out-processing checklist until the key has been accounted for.

3.1.3. All key requests must be requested through the Building Manager on HQ LA ANG Form 27, **Key Request Form**. The form must be signed by the Building Manager and the member's Supervisor. The form is then routed through the Civil Engineering Real Property Office or the Production Control Office (if the Real Property Manager is available.) The keys will be issued from Civil Engineering to the Building Manager and then reissued from the Building Manger to the individual requesting the key.

3.1.4. Building Managers should have an in-house system of how keys within their building will be controlled.

3.1.5. If a Building Manager has an over abundance of keys (more than three extra keys per door) to his or her facility, then all extras will be turned into Production Control at Civil Engineering and annotated as to which door they go to. If a Building Manager has extra keys to a facility that do not fit any doors, then they will also be turned into Production Control for disposal.

3.2. Encourage conservation of utilities and establish procedures to ensure interior and exterior lights are extinguished and the building or facility is secure when it is unoccupied.

3.2.1. Ensure that only minimum lighting is used during working hours.

3.2.2. Ensure that doors and windows are not permitted to remain open during operation of heating and air conditioning systems.

3.2.3. Establish procedures to assure that heating temperatures are set at a maximum of 70 degrees and turned off at night, over the weekend, and holidays. Similarly, air conditioning temperatures are set at a minimum of 76 degrees and turned off at night and over the weekend.

3.3. Conduct periodic inspections of the assigned building or facility and installed equipment, with particular attention to doors, windows, glass, lights, plumbing, heating, ventilation and air conditioning equipment, to determine the condition of the property and advise the Base Civil Engineer of needed maintenance and repair or other adverse conditions on AF Form 332, **Base Civil Engineer Work Request**. Use the Building Manager Checklist for surveys (Attachment 1). Accompany the Civil Engineering Real Property Technician during annual inventories.

3.4. Follow-up on all discrepancies and irregularities that are noted during fire and safety inspections to ensure corrective action is taken.

3.5. Assure compliance within the facility with regard to the duties and responsibilities of area and unit fire marshals and building fire wardens as defined in the 159 FW Regulation 91-2, *Fire Protection Program and Fire Extinguisher Inspection*, and AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, and other related fire prevention inspection and compliance requirements.

3.6. Advise the Base Civil Engineer of any potential fire or safety hazards: Report immediately any damage or loss of property and assist in determining the cause.

3.7. Initiate timely action to support changed requirements for space, installed equipment or service normally furnished by the Base Civil Engineer. Ensure that assigned space is used as approved by the Facilities Utilization Board.

★3.8. Review AF Form 332, BCE Work Requests, initiated by occupants and users of the building or facility and transmit with appropriate recommendations to the organization commander.

3.9. Ensure that building or facility occupants and users do not tamper with, replace, repair, or adjust electrical equipment, including fuses and thermostats, and heating and ventilating equipment such as radiators, registers, vents, and blowers. Ensure that building or facility occupants and users do not alter the arrangement of, move or remove, permanent water, heat, lighting ventilating, air conditioning, plumbing, and related fixtures, or other equipment.

3.10. Notify the Base Civil Engineer immediately in the most expeditious manner when emergencies occur. Describe the problem and what action is to be taken to minimize damage or loss of the property. Managers should be familiar with the location and operation of utility controls so that they may be shut off in emergencies.

3.11. Inspect janitorial service work daily or as frequently as service is provided and report any unsatisfactory work to the Civil Engineering Facility Manager. In accordance with ANGTEL 00-4, *Real Property Policies & Procedures*, Janitorial Service will be provided for common areas only, such as hallways, restrooms, classrooms, etc.

4. **Building Manager Signs.** Building Manager signs will be posted to all ground floor entrances where they can be readily seen, showing building number, Building Manager name(s), duty organization and duty telephone number.

5. **Emergency Work Request Procedures.** Emergency work request will be made by telephone to 391-8422, Production Control Center (PCC). Safety, mission accomplishment and health will be considered when determining if this type request should be made. See Table 1 for procedures for submitting emergency work requests.

TABLE 1. PROCEDURES FOR SUBMITTING EMERGENCY WORK REQUESTS

	Building Manager Will:		159 CES/PCC Will:
1	Telephone emergency request to PCC	1	Dispatch appropriate personnel
2	Log call-in on Building Manager Log	2	Establish direct scheduled work order
3	Take follow-up action when response is not met	3	Ensures that someone is dispatched as soon as possible

4	When work is completed, sign it off on the control log	4	Tradesman completes work order and turns into PCC

★6. **Request for Alterations, Minor Construction or Self-Help.** Request for alterations, modification, minor construction and/or self-help, (painting, carpet, etc.) will be submitted on an AF Form 332. Purchases of systems furniture or mobile offices must be approved by Civil Engineering prior to purchases and installation.

★7. **Initiating and Tracking Work Orders.** See Table 2 for the procedures to follow.

TABLE 2. INITIATING AND TRACKING WORK ORDERS

Building Manager Action:		159 CES/PCC Response:	
1	Complete AF Form 332. Enter on the Building Manager log and deliver to PCC. The AF Form 322 customer copy will be retained by the building manager (See Note 1).	1	Perform an initial screening of the request to ensure that it has been prepared properly and that the work request is the responsibility of the BCE. Assign a work number to the request and create a work request. Determine the review required and place original and all supporting papers in the work request folder.
2	After the BCE review and approval, the Building Manager will receive the status copy of AF Form 322 with an assigned work request number.	2	Make appropriate entries on all copies of AF Form 332 and route a suspense copy to the requester. Annotate that the requester was notified and the date.
3	If request is not acknowledged and received within 30 days, make a fast copy of the work request, mark it (TRACER) in bold print giving a 10 day suspense or response time.	3	Annotate fast copy and return to the manager within 10 days.
4	Once 'TRACER' copy AF Form 332 is returned follow-up TRACER (status) may be requested at 90 day intervals using fast copy method.	4	Same as 3 above.
5	Final step, if delay is considered excessive, appeal to the Facility Utilization Board for resolution.	5	Facility Utilization Board determines what action can be taken to resolve the delay.
		6	Schedule meeting with Building Manager to review open work orders. One third of facilities to be completed every year.

★***NOTE 1***: All AF Form 332s must be coordinated with the Wing Safety office and with the Fire Inspector. Coordination may also be required with the Environmental Health Section and Base Communications. Request that involve installing new furniture, changing floor plan/footprint of a building, or any new construction, must be signed by the requesting unit commander.

8. M**aintenance and Repair (Non-Emergency Service Calls)**

★8.1. A non-emergency service call is a building or facility item that needs to be required. Example cracked sidewalk, broken door or window, etc. These items do not required an AF Form 332. Please send an e-mail to CES/CEOPC, Productions Control Helpdesk in place of an AF Form 332. A work request will be created in the computer system and a number will be generated and forwarded back to the Building Manager.

9. **Inspections.**

9.1. Building Managers will make at least a quarterly inspection of their facilities using the Building Manager Checklist, (Attachment 1).

9.2. Annual inspection of facilities by Civil Engineering, Safety, and Environmental Office will be scheduled and conducted with the building manager present.

10. **Training.**

10.1. Civil Engineering will provide training packages for all Building Managers. Specific duties and sample completed forms will be provided as a minimum.

10.2. Training classes will be held periodically to train newly assigned Building Managers. A guide is available in the Production Control Center for further guidance for new Building Managers.

10.3. Meeting of building managers will be held annually.

11. **Prescribed Forms**. HQ LA ANG Form 27, **Key Request Form** and AF Form 332, **Base Civil Engineer Work Request**.

12. **Prescribed Publications**. 159 FW Regulation 91-2, *Fire Protection Program and Fire Extinguisher Inspection*, and AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Major General, LAARNG
The Adjutant General

//OFFICIAL//

JOHN G. ROBINSON, COL, LA ANG
Executive Support Staff Officer

Attachment:
Building Manager's Checklist

ATTACHMENT 1

BUILDING MANAGERS CHECKLIST		PAGE 1 OF 3 PAGES		
NO.	ITEM	YES	NO	N/A
1.	DOORS: (WOOD OR METAL)			
	a. Is a good seal provided when door is closed?			
	b. Is corrosion control required?			
	c. Does the door require painting?			
	d. Is adjustment or lubrication required?			
	e. Do locks, deadbolts, door knobs and panic hardware work properly?			
	f. Are hinges missing or require replacement?			
	g. Are door closer missing, broken or in need of replacement?			
	h. Are thresholds in good condition?			
	i. Are door seals missing, worn or require replacement?			
	j. Are grills or windows, in the door in need of repair or replacement?			
	k. Is grouting around door frames cracked or missing?			
	l. Are doors properly numbered?			
2.	WINDOWS			
	a. Are window panes broken or discolored?			
	b. If window is painted or has solar fill applied, does it require repair?			
	c. Is caulking or vinyl seal around the panel in good repair?			
	d. Do locking devices, hinges or other hardware need repair or replacement?			
	e. Do windows need cleaning, adjustment or lubricating?			
	f. Are screens missing or torn?			
3.	WALLS (Painted drywall, paper or fabric covered, paneled, tiled, clay or cinder block)			
	a. Does the wall need patching, painting or recovering?			
	b. Is there an excessive amount of unused picture or chart mounting devices?			
	c. Are tiles missing or broken?			
	d. Are excess cracks or nicks caused by furniture hitting against the walls?			
	e. Are moldings, trim or sills in need of repair?			
	f. Is sanitary base molding missing, broken or in need of replacement?			

ATTACHMENT 1

BUILDING MANAGERS CHECKLIST		PAGE 2 OF 3 PAGES		
NO.	ITEM	YES	NO	N/A
4.	CEILINGS			
	a. Is the ceiling discolored and in need of painting?			
	b. Are ceiling tiles mismatched or different texture?			
	c. Are "T" bars bent, scratched, need cleaning or painting?			
	d. Do ceiling have stains, cracks or holes?			
	e. Are tiles (or other coverings) missing?			
	f. Are tiles bent or sagging excessively?			
	g. Are suspended ceilings level or are low areas noted?			
	h. Are vents, ducting, straps or piping attached or mounted to ceilings in good repair?			
5.	FLOORS:			
	a. Are floor tiles discolored? (Caused by something other than wax built up)			
	b. Are floor tiles missing, cracked or mismatched?			
	c. Is carpeted flooring pulled, stretched, or torn in need of cleaning or replacement?			
	d. Are bare floors in need of repair or sealing?			
	e. Are trip hazards noted on any floors?			
	f. Are drain covers properly seated?			
6.	ELECTRICAL			
	a. Are electrical outlets properly marked or identified?			
	b. Are face plates loose, cracked or missing?			
	c. Has arcing (sparks) been noted at light switches and when using receptacles?			
	d. Are receptacles overloaded?			
	e. Do equipment cords create a safety hazard?			
	f. Do circuit breakers or fuses blow often?			
	g. Are light fixtures operating properly?			
	h. Are light fixtures located properly in the work area?			
	i. Do all light fixtures have minimum protective covering?			
	j. Are fixture lens cracked, missing or discolored?			
	k. Are explosion proof fixtures installed in required work areas and in good working order.			

ATTACHMENT 1

BUILDING MANAGERS CHECKLIST		PAGE 3 OF 3 PAGES		
NO.	ITEM	YES	NO	N/A
7.	PLUMBING AND MECHANICAL			
	a. Are faucets and hose bibs functioning properly?			
	b. Do faucets or hose bibs leak?			
	c. Are all flush valves operating properly?			
	d. Are any leaks noted at steam heater connections?			
	e. Are control knobs missing or broken on steam heaters?			
	f. Do all drains function properly and drain in a reasonable time?			
	g. Are any drain covers broken or missing?			
	h. Are hot water pipes properly insulated or is protective covering missing?			
	i. Does any pipe or pipe connections require corrosion control or painting?			
	j. Are there any odors or indications of gas leaking?			
	k. Is there any noise or excessive vibrations noted in the plumbing or mechanical lines?			
	l. Are valves hard to operate?			
	m. Do compressed air lines emit an excessive amount of water?			
	n. Is a corrosive build-up noticed at soldered joints?			
	o. Are all pipe handling devices in good working order?			