

Naval Air Station Patuxent River Complex



Building Manager Handbook

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NAVFAC Public Works Department Patuxent River

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Introduction

Since its commissioning on April 1, 1943, the Naval Air Station Patuxent River Complex (NASPRC) has grown and developed into a modern and sophisticated Center of Excellence for Naval Aviation. The 14,500-acre complex includes the main station in Lexington Park, Webster Outlying Landing Field (WOLF) in St. Inigoes, and the Naval Recreation Center (NRC) Solomons in Calvert County. The NASPRC is also comprised of special use airspace, land assets, supporting military facilities, and a water range called the Aerial and Surface Firing Range (ASFR). Naval Air Station (NAS) Patuxent River, WOLF, NRC, and the Bloodsworth Island Range encompass the majority of NASPRC operational land assets. The ASFR encompasses the water assets. The water assets of the NASPRC are also commonly referred to as the Atlantic Test Range (ATR) Inner Range.

The workforce at the air station increased nearly tenfold in the mid-1990s when a round of Base Realignment and Closures (BRAC) brought more than 20,000 military and civilian employees here as the air station it was selected to host the headquarters of Naval Air Systems Command (NAVAIR) and Naval Air Warfare Center Aircraft Division (NAWCAD). In addition to NAVAIR and NAWCAD, this BRAC consolidation and integration effort also relocated more than 50 tenant activities to the air station.

The Naval Facilities Engineering Command (NAVFAC) Public Works Department (PWD) at Patuxent River (PAX) provides facilities maintenance, repair, design, construction and planning support to the Installation Commanding Officer (CO) and Mission Partners. As a NAVFAC organization, a PWD exists to plan, build, and maintain sustainable facilities while delivering environmental, utility and other base operating services. Reference (a) is the Installation CO implement action of the Building Manager program.

The PWD is supported in this effort by each Building Manager (BM) who is assigned by their leadership to act as the liaison for the planning, design, maintenance and repair of their facilities and structures. The Public Works Officer (PWO) is responsible for the oversight of all PWD functions including the Building Manager Program. The Building Manager Coordinator (BMC) is designated in writing by the PWO, reports to the PWO and oversees the training of BMs and Organizational Self Help Coordinators.

A BM will address a variety of issues in order to ensure the safety, structural integrity, cleanliness, and environmental acceptability of base facilities assigned to them.

This handbook is intended to provide BMs a resource to acquire support from the PWD and other command support organizations responsible for the exercise of fire, safety, security, emergency management, disaster preparedness, environmental compliance, and other support services related to proper stewardship of all facilities.

The PWD is committed to the successful support of each BM in their endeavor to provide a safe, efficient and functional working environment for their command. We hope that this handbook will serve as a valuable resource in executing your duties.

References

- (a) NASPAXRIVINST 11000.4 (series) Building Manager Program
- (b) NASPAXRIVINST 11010.3 (series) Space Assignments and Facility Investments
- (c) NASPAXRIVINST 11000.3 (series) Zone Inspection Program
- (d) NDWINST 5090.1 (series) Regional Consolidated Hazardous Materials Reutilization and Inventory Management Program (CHRIMP)
- (e) NASPAXRIVINST 5090.1 (series) Environmental Management Systems Implementation
- (f) NASPAXRIVINST 5090.5 (series) Regulated Waste Management Plan Implementation Order
- (g) NASPAXRIVINST 4100.3 (series) Energy and Water Management Program
- (h) NASPAXRIVINST 5090.4 (series) Clean Water Ashore Program
- (i) NASPAXRIVINST 5090.2 (series) Facility Response Plan and Spill Prevention, Control, and Countermeasure Planes
- (j) OPNAVINST 11010.20 (series) Navy Facilities Projects
- (k) NDWINST 11320.10 (series) Fire Bill

NASPAXRIVINST and NDWINST can be accessed electronically via:

<https://g2.cnmc.navy.mil>

OPNAVINST can be accessed electronically via:

<https://doni.documentservices.dla.mil/default.aspx>

Chapter 1

Understanding the Organization

In order for Building Managers to properly execute their duties in accordance with reference (a) it is important to understand the basic organizational relationship of CNIC, NDW, NAVFAC Washington and the PWD.

1. Commander, Naval Installations Command (CNIC)

CNIC, headquartered at the Washington Navy Yard in Washington, DC, is responsible for worldwide U.S. Navy shore installation management as the Navy's shore integrator, designing and developing integrated solutions for sustainment and development of Navy shore infrastructure. With more than 53,000 military and civilian personnel worldwide across 11 regions, 71 installations, and 123 Naval Operations Support Centers, CNIC is responsible for the operations, maintenance and quality of life programs to support the Navy's Fleet, Fighter, and Family.

2. Naval District Washington (NDW)

NDW is one of eleven current naval regions responsible to CNIC for the operation and management of Naval shore installations in the Washington D.C. Metropolitan Area. The Commandant is currently the only remaining Naval Districts from the 1900s era, making it, by default the oldest of the current naval regions. The Commandant is headquartered at the Washington Navy Yard only a few yards away from the CNIC Headquarters.

3. Naval Facilities Engineering Command (NAVFAC) Washington

The NAVFAC Washington workforce consists of more than 1,600 civilian and military personnel who provide a full range of facilities engineering products and services, with expertise in engineering, acquisition, public works, capital improvements, environmental, real estate, planning and asset management, facility support, utilities, transportation, facility maintenance and facility condition assessment services. NAVFAC Washington serves its many Supported Commands through PWD at Naval Air Station Patuxent River, Joint Base Anacostia-Bolling, Annapolis, Bethesda, Naval Support Activity South Potomac and Naval Support Activity Washington, the Resident Officer-In-Charge-of-Construction at Marine Corps Base Quantico and Joint Base Andrews. The command's diverse clientele includes 23 Navy Commands and 18 Department of Defense agencies, as well as the U.S. Marine Corps and the U.S. Air Force. The NAVFAC Washington Commanding Officer (CO) serves a dual role, reporting to NAVFAC Atlantic as CO and to Commandant, NDW as the Regional Engineer. Work is provided by four Business Lines: Asset Management, Public Works, Environmental and Capital Improvements.

a. Asset Management (AM) – Responsible for all aspects of land use planning and development of all real estate actions involving acquisition, real property management, disposal, leasing and licensing. Provides technical advice and assistance in land-use planning, special studies and facilities development. AM evaluates and updates Basic Facility Requirements (BFR) and Property Record Cards in order to project and develop long range integrated plans. AM also manages the internet Naval Facilities Asset Data Store (iNFADS), provides site approvals, updates floor plans and performs an asset evaluation on every asset once every five years.

b. Public Works (PW) – Provides all phases of facilities management, maintenance, services, utilities and energy management, and base support vehicles and equipment. The PW business line is not a PWD. A PWD is the base-level organization that encompasses all NAVFAC business lines.

c. Environmental (EV) – Provides environmental management by identifying environmental liabilities associated with the execution of activity and tenant mission requirements. Partners with the activities and tenants providing recommendations and technical support necessary to comply with federal, state and local regulations.

d. Capital Improvements (CI) – Provides architectural and engineering design, program management, construction acquisition and post award contract services.

4. PWD Patuxent River (N4)

The PWD is the service delivery platform of NAVFAC Washington for operations occurring at the Naval Air Station Patuxent River Complex (NASPRC). It is considered to be a forward-deployed field asset of NAVFAC Washington. A Building Manager's interaction with NAVFAC will be through PWD staff, specifically through the customer store-front organization, the Requirements Branch within the Facilities Management Division (FMD). The PWD is responsible for projects and services delivery, customer interface, project execution, and performance assessment. Primary functions include:

a. Facilities Management Division (FMD): The mission of FMD is to receive and address Mission Partner's facility requirements, identify and prioritize recurring CNIC-managed facilities requirements, plan, assign, and coordinate the execution of work, and manage real property assets to include space management and real estate coordination. The FMD includes two branches, the Requirement Branch and the Asset Management Branch. The Requirements Branch of the FMD is the PWD front door and primary liaison with PWD customers for requirements and projects. Facilities Operations Specialists (FOSs) are assigned to the FMD Requirements Branch. The FOS serves as the primary point of contact within the PWD for Building Managers (BMs). Each FOS supports BMs for ~75 facilities.

(1) The Requirements Branch Head shall:

(a) Oversee the training and tracking of BMs/Facility Coordinators (FCs) on the details of their program.

(b) Coordinate and lead quarterly BM/FC meetings to provide training, address responsibilities and priorities, correct work methods, and review BM/FC policies and procedures.

(c) Provide information to BMs/FCs regarding the FOS that supports their buildings.

(d) Add Supported Command BM/FC information into MAXIMO, as needed.

(f) Ensure this Building Manager Handbook is reviewed and updated at least annually and as needed. Ensure FOSs distribute current version of the handbook to BMs/FCs.

(2) The FOSs shall:

(a) Act as the point of contact (POC) between the PWD FMD Requirements Branch and the BMs/FCs.

(b) Provide the Work Request Form (Appendix 1) to the BMs/FCs.

(c) Ensure that request for services are executed by the appropriate PWD Branch.

(d) Provide BMs/FCs the current Facility Service Contracts for work being performed in and around their building.

(e) Provide training within MAXIMO for BMs/FCs, as requested.

b. Production Division: The Production Division is responsible for contractor oversight in the execution of assigned facilities maintenance and repair, operation of utilities, energy management, and the management of base support vehicle equipment.

c. Facilities Engineering and Acquisition Division (FEAD): The FEAD is responsible for acquisition planning and contract administration of construction and service contracts from design to delivery. This division has design management, construction management, and contracting resources to execute assigned facilities service and construction contracts.

d. Environmental Division: The Environmental Division is responsible for environmental compliance, planning, conservation (natural and cultural resources), and the delivery of environmental guidance and services to support the safe and legal execution of Mission Partners' operational requirements.

Chapter 2

Becoming a Building Manager

The BM/FC is an important player in the proper stewardship of Department of Defense (DoD) owned facilities. As such, care should be taken in choosing these personnel to act as the single point of contact between a building's occupants and the PWD Patuxent River per reference (a).

1. Appointment Requirements

a. Definitions:

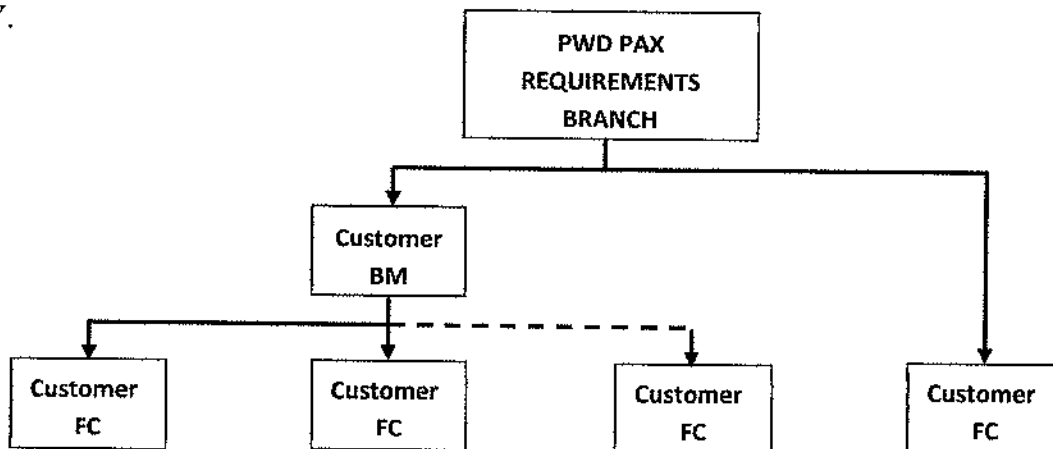
(1) Building Manager (BM) is the title used to describe a person that manages multiple buildings or a large single building. The position is typically hired as a full time employee to fulfill this as a primary role.

(2) Facility Coordinator (FC) is the title used to describe a person that manages a single building and is assigned this duty as a collateral. A BM may utilize multiple FCs to aid in and better organize the oversight of buildings under their jurisdiction.

b. A BM and FC is appointed in writing for each facility/building. Facilities with multiple tenants can have multiple FCs but the primary BM responsibility will lie with the preponderant user of the facility.

c. BMs and FCs should be military E-5 or above, or civilian GS-09/WG-10 or above, with sufficient authority and ability to perform their assigned duties. These appointed personnel should have sufficient access to the spaces and locations, knowledge of the command/organization stakeholders and mission, and flexibility in his or her schedule to address facilities issues as they arise.

d. BMs and FCs should serve a minimum term of 24 months in this position to ensure program continuity. Home and/or cell phone numbers are required to be provided to PWD PAX for all assigned personnel to be used in the event of emergencies such as security breach or fire. This information is protected by the Privacy Act of 1974 and is used FOR OFFICIAL USE ONLY.



2. Appointment Letter

BM's are responsible for submitting BM and FC appointment letters to the BMC 30 days prior to any change. Standalone Facility Coordinators are also responsible for submitting appointment letters within 30 days to BMC prior to any personnel changes. Upon receipt of the appointment letter, the BMC will acknowledge receipt and contact the BM/FC directly to arrange for training. See Appendix 2 for sample appointment letter. In addition, the BMC will identify the FOS that supports your identified facilities.

3. Training

BM's and FC's are required to attend biannual refresher training provided by the PWD. This training will address responsibilities and NAVFAC procedures, priorities, and work methods. In addition to PWD provided training, outgoing BM's and FC's should brief new appointees on the facility-specific details of their program.

4. Authorized Caller List (ACL)

It is important that only the BM's and FC's call in Service Calls in order for both the PWD and the Supported Command to properly track and process work. For this reason, only Service Calls from personnel identified on the ACL will be processed by the PWD. In addition, Service Request Form (SRF) (Appendix 3) shall be completed only by appointed personnel. An electronic SRF can be obtained via your FOS.

5. Departure/Absence of a Building Manager

If a BM or FC must transfer, deploy or otherwise leave their command they must notify the PWD FOS to have their name removed from the ACL and a new BM or FC identified within 30 days before departure. The BM's shall coordinate periods of absence (TDY, leave, etc.) with their FC to the best extent possible to ensure continuous facilities coverage. During periods when the BM and FC's must be absent simultaneously, the PWD FOS shall be notified a minimum of 72 hours in advance, and a temporary BM/FC shall be named for the set period of time.

Chapter 3

Building Manager Responsibilities

1. BMs are responsible for duties indicated in the following categories:

- General Responsibilities
- Records Maintenance
- Space Management
- Facilities Service Contracts (Base Operating Support, Grounds, Janitorial, etc.)
- Security Management
- Key Control
- Safety Program

2. General Responsibilities:

a. Monitor and report status of facility maintenance, housekeeping, and repairs to PWD PAX and command/organization leadership.

b. Periodically perform a general inspection using Appendix 4, the Building Manager Responsibilities Checklist, to accurately determine the facility's condition and record any deficiencies for PWD action.

c. Act as the primary POC for facility users if there are issues with contractor performance. Ensure that all facility occupants know who the BM and FCs are and how to contact them to report a deficiency or to request work. A BM and FC contact information placard placed near entrances and exits or in high traffic areas of the building is advised, see Appendix 5 for a suggested templet.

d. Assist with inspections which include but are not limited to health and safety, fire safety, environmental, and applicable zone inspections. Submit facility discrepancies found during inspections to PWD PAX and follow-up to ensure corrective action.

3. Records Maintenance:

Guidance documents and accurate historical records of work performed in a facility should provide all stakeholders with a good site picture of current facility condition.

Recommended records are as follows:

- Building Manager Instruction
- Building Manager Appointment Letter
- Building Manager Handbook
- BFR
- Floor/Parking Plans

- Key Control Log
- Service Call Log
- Customer Work Request Form
- Completed Inspection Sheets
- Points of contact
- Equipment Inventories and Inventory Adjustment Forms
- Environmental Liability Survey

4. Site Approvals:

A site approval is required for:

- a. Any project that changes or has the potential to change the land use or physical layout of an area (new footprint/construction projects).
- b. Any project that is planning to install an emitter (antenna, WIFI system, DAS system, etc.).
- c. Any project that affects or is affected by airfield safety criteria, is nearby to the runways, or has the potential to effect safety of flight (tall towers, tall buildings too close to the runways, etc.).
- d. Any project site that will have explosives safety criteria implications associated with ammunitions and explosives or any work being done within an ESQD arc or facility that throws an ESQD arc.
- e. Any project that creates or is proposed to be in an area of electromagnetic illumination or involves electromagnetic transmission.

5. Space Management:

a. An important part of installation operations is effective management of available space in the facilities. Accurate and timely real property asset data is fundamental to effective management of government assets and compliance with applicable fire and safety codes and regulations. Need is based on existing and planned needs, as documented in the applicable BFR document. Existing assets are evaluated on a recurring basis through an Asset Evaluation (AE) process by Public Works to verify the users of the facilities, the dimensions of the facilities, who is responsible for the maintenance, and other items. BMs are responsible to monitor their assigned facilities to ensure that utilization of assigned space does not change without proper approval. The PWD is the gateway through which additional facility space is assigned or currently assigned space is approved for change in use.

b. Notify PWD of any changes in occupancy, change in mission, change in use of space, procurement of new equipment, or modification of the space. This includes any relocation of walls/windows/doors since this triggers the need for a floorplan update. Requests will be

submitted via Appendix 1 to the appropriate FOS in PWD. If required, a space manager will investigate the request and recommend approval/disapproval to the NAS CO for final decision per reference (b).

c. When vacating a space or facility, the FOS will conduct an inspection to ensure the space is acceptable and will relinquish responsibility of the space from the Building Manager. Keys to the space must be turned over to the FOS at that time.

d. BMs or FCs will be contacted by FOS when a scheduled physical inventory of their facility is required and should accompany PWD staff during these inspections. Inspections can range from a variety of annual and semi-annual inspections, to include regular Infrastructure Condition Assessment Program (ICAP) inspections.

6. Cellular Boosters/Repeaters:

The Base Telephone Office (BTO) is responsible for ensuring that Cellular Boosters/Repeaters do not create interference on the network. BTO approval is required before initiating a site approval request. The process to be followed by Building Managers is:

- a. BM/FC initiates request to BTO.
- b. BTO evaluates the booster/repeater and advises End User.
- c. BM/FC submits a work request to Public Works.
- d. PWD develops a site approval and sends out to reviewers for comments and approval/disapproval. If approved, sends documents to the BTO.
- e. BTO notifies BM/FC to commence installation and registers device with the service provider.

7. Zone Inspection:

a. Zone inspections are an inherent tool for understanding installation appearance, facility condition, and facility configuration to document and facilitate proper operability, cleanliness, and state of preservation. Establishing and enforcing an installation-wide program is essential to ensuring the installation is capable of supporting tenant missions and the Fleet in the execution of their mission. See reference (c) for the commands Zone Inspection policies and checklist with which to conduct one.

b. BMs and FCs are expected to provide technical assistance, energy consumption data, property record cards, space usage data sheet, MAXIMO and other facility-related information for facility or sub-area being inspected.

c. Identify, report, and track to completion all facilities related discrepancies in MAXIMO, including the proper prioritization of existing service call efforts.

8. Facilities Service Contracts:

PWD PAX administers and oversees a variety of service contracts to maintain a Navy standard level of cleanliness, appearance, and maintenance of equipment in and around base facilities. Service contracts may be Region-wide, not specific to one base, and will require Echelon IV administration for changes. In relations to custodial services, Common Output Levels (COLs) are used to describe the level of service. The COLs are examples of Region-wide, therefore the specific service work provided in your facilities is identical to work provided in other facilities across NDW. Specific schedule or performance requirements for a given facility are not usually possible based on the large scope of the contract and manning levels of the contractor. However, if additional funds are provided by the Supported Command to amplify the existing services a modification can be pursued if substantial enough to be efficient for both the Navy and the contractor. Service contracts are also typically multi-year (base plus four option years).

a. Knowledge: The BM or FC must be completely knowledgeable of the schedule and performance requirements of the Facility Service Contracts used to perform work in and around their facilities. PWD PAX will provide the current contracted schedule to the BM or FC through their FOS.

b. Limitations: The BM or FC is **NOT** an authorized government representative for contract performance or direction. In no circumstance is the appointed personnel authorized to direct the contractor to increase or decrease work, to modify the quality or the schedule of service. This violates Federal regulations and could jeopardize the contract. Only the Contracting Officer is to provide direction to a contractor.

c. Complaints: The BM or FC is the primary POC for facility's occupants if they have issues with contractor performance. The appointed personnel should then address concerns with the BMC through their FOS and copy the Facility Service Contract Manager (FSCM) using the NAVFAC Customer Comment Form (Appendix 6), an electronic version can be obtained via your FOS. The FSCM will send a Performance Assessment Representative to document poor workmanship or unsafe work practices and intervene as necessary to ensure the job is completed in accordance with (IAW) applicable code, safety and other standards.

d. Refuse control: BMs/FCs are to ensure outside areas around dumpsters and/or loading docks do not become garbage collection points for old, excess equipment such as appliances, furniture, boxes, etc. The contracted service provider will not remove bulk items from these areas on a schedule, but depending on the contract, a special service may be able to be purchased. If you know you will have an unusually large amount of trash for disposal that will not fit in your dumpster notify your FOS who can help you identify resources for disposal. If refuse is government (Class 3 and 4) personal property, it must be offered through the reuse and reutilization process. Before personal property becomes solid waste, certain requirements must be met before the personal property owner can dispose of it as a solid waste. When excess materials

are being considered for disposal, the owner must first determine if it can be reused/recycled. Reference (d) provides guidance concerning Hazardous Material Control and Management. If excess materials cannot be reused /recycled the owner (generator) must answer this question, can it be disposed of as municipal solid waste? To determine this the generator of the waste must determine if the waste is regulated or not. Regulated wastes cannot be disposed of via the local trash service and must be handled in conformance with reference (e) and (g). BM should contact FOS for current guidance on Integrated Recycling and Solid Waste Management and Excess Property Turn-In.

e. Hazardous materials/regulated waste: BMs and FCs should be aware of the Hazardous Materials used and the Regulated Waste generated during the execution of your activity's mission. Reference (e) and (g) cover the proper location, handling, storage and disposal of these substances. PWD PAX Environmental Division can help with sorting out the management requirements associated with regulated waste issues associated with operations at your facilities. Appointed personnel need to be aware that it is the generator of the waste responsibility to properly identify the waste for proper disposal. Regulated waste cannot be mixed with municipal solid waste and is managed via contracts specifically written to handle, transport, store, and dispose of regulated wastes.

9. Security Concerns:

a. Ensuring the physical security for the NASPRC is the responsibility of NASPRC Security, code N3AT. N3AT is not resourced to maintain a constant presence at all facilities. Some activity and tenant facilities have their own security provided by contractors or uniformed personnel. For those facilities that do not, the building occupants must be the eyes and ears of physical security for their facility.

b. The following are some guidelines to help maintain the proper security posture of base facilities. It is the BM/FC's role to encourage good actions by all occupants.

(1) Inhabited Buildings: At the end of each workday, ensure all doors and windows are secured, classified and sensitive materials are appropriately stored, and applicable alarm systems are functioning.

(2) Uninhabited Buildings: No less than once a week, perform a security check. Ensure all alarms are functioning properly, doors and windows are secured and building integrity is intact.

(2) Be generally aware of the operations occurring within your area of responsibility. Operations include work performed by contractors or PWD PAX personnel, as well as official and unofficial visitors to the building.

(3) Ensure the security requirements for the buildings are enforced, (ex. force protection conditions, intruder reporting and reporting suspicious occurrences). Ensure placement of FPCON placards reflecting the current threat condition at each entrance of the building.

(4) Ensure building occupants are aware of the security regulations pertaining to their building and work area.

(5) Be aware of authorized contract service personnel and notify Security and PWD PAX if a person appears unauthorized.

10. Key Control:

a. Building Managers and Facility Coordinators are accountable for the security of all keys servicing their facilities, and they must establish security procedures to ensure no keys are duplicated without their approval. **PWD does not keep duplicate keys for all facilities.** Therefore, it is paramount that BM/FC uphold their responsibilities with respect to key control.

b. The appointed personnel shall:

(1) Acknowledge receipt of and be responsible for all keys to the facility, to include the redistribution of keys to other occupants or users as directed by their commander.

(2) Establish/maintain a key control log to account for all keys issued using Appendix 7.

(3) Recover all keys from personnel who PCS, retire, or terminate employment.

(4) When vacating a building, the Building Manager is responsible for collecting, labeling and turning all keys into PWD PAX FOS.

(5) The BMs or FCs are **NOT** responsible for keys controlling specialized areas within the facility or areas maintained by using organizations for safeguarding their specialized equipment, sensitive documents, personal tool kits or similar items.

(6) Ensure that locks are NOT changed by third parties without PWD PAX permission. PWD PAX can provide this service upon request and funding.

11. Safety Concerns:

a. The NASPRC Safety Office, code N35, is ultimately responsible for ensuring a safe living and working environment for the residents and employees onboard NASPRC. N35 will conduct frequent inspections and spot checks of all base facilities and they will rely on the BM to assist in maintaining a safe working environment within each building and addressing identified discrepancies.

b. Useful guidelines to help maintain a safe living/work environment:

(1) Hazard Identification: Be aware of the potentially hazardous areas or conditions existing within or around facilities. This includes the location of asbestos or lead containing

materials, hazardous materials lockers and tanks, confined spaces, content of pipelines throughout facilities, radiation sources, high voltage areas, and mechanical and electrical rooms.

(2) Weather: Be aware of potential foul weather conditions. During the rainy season, check inside of buildings for areas that might leak or allow water intrusion. In the winter consider taking action to de-ice building entrances and sidewalks. PWD PAX has a limited snow and ice removal plan. Ensure that you know if your area is on the snow removal plan and what priority has been assigned.

(3) First Aid Kits: Coordinate with code N35 to purchase first aid kits and the NASPRC Fire and Emergency Services, code N30, to purchase an Automated External Defibrillator (AED) if not already available. Be sure all personnel working/living in your building know where first aid kits and AEDs are located.

(4) Emergency Response Equipment: Know what special Emergency Response Equipment (eyewash stations, showers, spill kits, etc.) is required for each workspace and that all personnel know the location of all emergency response equipment. Ensure functionality and current inspection of this gear. If you need support planning for emergencies NASPRC Emergency Management, code N37, can assist.

Chapter 4

Facility Coordinator Responsibilities

1. PWD recognizes that the FC role is very often a collateral duty in addition to the FC's assigned position. FC should be assigned to step in during the primary BM's absence and will be responsible as their building's Energy Monitor. FCs should also be utilized to cover responsibilities under other facilities related programs such as the Fire Warden and Zone Inspection programs.

2. Energy and Water Management Program: The DoD has directed that all military installations reduce their energy consumption and create an Energy Management office to monitor and audit the use of base utilities within each facility. The Installation Energy Manager will rely on the Energy Monitors to promote energy efficiency and advise others to eliminate wasteful energy and water consumption practices in accordance with reference (g).

3. The following practices should be followed in order to keep each building's energy use as low as possible:

a. Lights: Conserving electricity is an easy way we to reduce energy use within buildings. Exterior lights should be turned off during daylight hours and lights in areas such as bathrooms, break rooms, conference room, etc. should be off when not in use. Identify personnel to ensure work area lighting is turned off at the conclusion of each work day.

b. Doors/Windows: All doors and windows must remain closed during times of heating or cooling. Not only will open doors and windows cause the heating and cooling systems to work harder, it could potentially throw off the balance of the system and cause it to work inefficiently in the future.

c. Electronic Equipment: Ensure that any electronic equipment not required to stay on is turned off when not in use. Also, make sure that other items drawing electricity such as coffee pots and radios are unplugged if not being used. This includes things like toasters, microwaves, refrigerators, etc.

d. Building Exterior: Periodically inspect the exterior of the building to check for unsealed areas of the building where air can escape. Be especially mindful around doors and windows.

e. Pipes/Ducts: Periodically walk through mechanical rooms and spaces if possible to check for leaking pipes or ducts. If a leak is discovered do not attempt to stop it. Call the service desk to have the leak repaired.

Chapter 5

Requesting Work

A BM/FC may address a variety of issues in order to ensure the safety, structural integrity, cleanliness, and environmental acceptability of base facilities assigned to them. BMs/FCs and their supervisors must work together in order to address and communicate facilities-related issues through proper communication channels. Examples of facilities-related issues are provided in this chapter. Appendix 8 can be used to track the requests you have submitted.

1. Requesting Services:

a. Work is classified as either planned or un-planned. Planned work is defined as H1 – Recurring/Preventative Maintenance or H3 – Projects. Un-planned work is defined as H2 – Service and is further broken down as Emergency, Urgent, or Routine.

(1) H-1 – Recurring/Preventative Maintenance is planned, scheduled work of a repetitive nature with completed estimates (e.g., HVAC control systems, power plant watch standing, etc.). This work is to sustain existing facilities and are usually identified and performed by the Base Operations Support (BOS) Contract and Small Base Operations Support (SBOS) Contract.

(a) BOS contracted work includes scheduled preventative maintenance and repairs, refuse collection, operation of utilities, and infrastructure functions including water, wastewater, heat, and air conditioning.

(b) SBOS contracted work includes scheduled services for grounds, janitorial pest control, airfield sweeping, and snow removal.

(2) H-2 – Service is un-planned work which is classified as Emergency, Urgent, or Routine. Un-planned work is requested through the Facilities Engineering Operation Center (FEOC) by the BM/FC using Appendix 3. The FEOC can be reached at any time by telephone (202) 433-3951 or email: ([NAVFAC Patuxent River Service Desk@navy.mil](mailto:NAVFAC_Patuxent_River_Service_Desk@navy.mil)). Alternatively, work can be requested directly through MAXIMO if the BM/FC have an account. BMs/FCs should contact the Requirements Branch Head for a MAXIMO account and can request training on how to operate MAXIMO via their FOS.

(a) Emergency service calls are for situations which require immediate action to prevent loss or damage to government property, restore essential services that have been disrupted, eliminate hazard to personnel, or restore essential mission operational capability. **An emergency will always include, but is not limited to failure of any utility, fire protection, or security system. Anyone can call in Emergency Service calls.**

(b) Urgent service calls are for any deficiency that does not immediately endanger personnel or property but extended delays of repairs could result in damage to government property or affect the security, health, or well-being of personnel.

(c) Routine service calls are for any deficiency that does not qualify as Emergency or Urgent, but is needed to maintain the facility condition.

(3) H-3 – Project is planned work that is scheduled with the submission of Appendix 1. Typically, this work falls out of the Emergency or Urgent options.

b. Appendix 1 is submitted for facility improvements which exceed the scope of Appendix 3. Work requests are to be submitted directly to the FOS by the BM/FC to address:

(1) Facility needs to support the accomplishment of the mission, and

(2) When there is a change in needed recurring and preventative maintenance services. This could be triggered by process changes or equipment changes to add or remove services. NOTE: A Service Call may be elevated to Project if the cost exceeds BOS service call thresholds or falls outside the scope of the BOS contract.

c. Facilities Services can be requested if there are no current custodial, grounds maintenance, or refuse collection at the facility. If the BM/FC wishes to request these services or wants to adjust these services, Appendix 1 should be submitted to the FOS along with all supporting documentation (e.g., floor plans identifying service areas, any relevant information about the facility). The request will be reviewed by PWD and, if approved and funded by either the Navy, the tenant command, or the source that can transfer funds to NAVFAC, included in the appropriate service contract.

2. Facilities Service Contracts:

a. BMs/FCs and their supervisors should be knowledgeable of the schedule and performance requirements of the Facility Service Contracts used to perform work in and around their facilities. The PWD will provide the current contracted schedule to the BM/FC through their FOS.

b. BMs/FCs have direct access to the PWD designated Performance Assessment Representative that ensures contract performance via the FSCM. The BM/FC is NOT an authorized government representative for contract performance or direction. In no circumstance is a BM/FC authorized to direct the contractor to increase or decrease work or modify the quality or the schedule of service. **Only the Contracting Officer is to provide direction to a contractor.**

c. The BM/FC acts as the primary POC for facility users if they have issues with contractor performance. For more information regarding customer feedback on facilities services, refer to the Appendix 6 and Appendix 8, the Customer Comment & Resolution Process Flowchart.

3. Equipment Changes:

a. BMs/FCs are responsible for inventorying and tracking all equipment being used by their facility/facilities. This includes the replacement of a piece of equipment, the installation of a new piece of equipment, or the removal of a piece of equipment.

b. The BM/FC is expected to identify equipment inventory changes to their FOS by submitting Appendix 1 and the Inventory Adjustment Form (Appendix 9).

c. BMs/FCs may request new pieces of equipment which require routine maintenance or inspections to the Facility Service Contract by completing Appendix 1 and sending it to their FOS. The request will be reviewed by PWD and, if approved and funded by either the Navy, the tenant command, or the source that can transfer funds to NAVFAC, included in the appropriate service contract.

4. Space Management:

a. PWD should be notified of any changes in occupancy or use of space. Requests should be submitted via Appendix 1 to the appropriate FOS in PWD. If required, a space manager will investigate the request and recommend approval/disapproval to the Installation CO for final decision.

b. FMD should be notified, via the FOS, when a facility is vacated. The FOS will conduct an inspection to ensure the space is acceptable and will relinquish responsibility of the space from the BM/FC. Keys to the space must be turned over to the FOS at that time.

4. Environmental Management System (EMS):

a. BMs/FCs and their supervisors should work with their designated EMS Tenant Representative (EMS REP) to identify environmental liabilities (including equipment) associated with each facility and the activity mission.

b. Facility Supervisors should work with their designated EMS REP to ensure that the EMS Read & Sign Manual for their activity has been reviewed and signed by all activity/building personnel and that the manual is updated at least annually.

c. Information regarding the NASPRC EMS and EMS Read & Sign Manuals can be found on the US Navy Environmental Portal (<https://eprweb.cnmc.navy.mil>). For further assistance, contact the EMS Program Manager (301-757-3050).

Chapter 6

Self Help

1. Self-Help projects use military and Navy civilian manpower to perform minor construction, maintenance, and repair work. Self-Help projects may be enabled through BM/FC use of BOS service tickets (e.g. minor work ticket to relocate an electrical outlet). Piece-meal project completion through minor work tickets is not allowed (e.g. multiple minor work tickets to incrementally complete a project). If needed contract support exceeds the level of a minor work ticket, the effort is not a Self-Help project. Activities with construction warrant authority (e.g. MWR and NAWCAD) may contract for repair and modernization support IAW their activity's requirements and established processes for procuring construction contracts.

All potential Self-Help projects shall be submitted to the PWD for review and approval just like all other work (repair, alterations, construction, maintenance, and equipment installation) of real property to ensure that compliance with the laws, regulations, and codes related to facility projects are satisfied. BM/FCs should contact their FOS for additional guidance on Self-Help project requests.

2. Responsibilities:

a. The Production Officer shall:

(1) Provide technical direction and coordination for the NASPRC Self-Help Program.

(2) Ensure the NASPR Self-Help Program is implemented under qualified professional guidance, maintains the integrity of the facilities, and provides for economical use of material and labor.

(3) Ensure that all the necessary paperwork and documentation is received by the Requirements Branch prior to project initiation for all approved self-help projects that require a permit and/or licensed/certified qualified individual for completion.

(4) Ensure Self-Help projects are spot checked for compliance with Safety and code requirements.

b. The Requirements Branch Head shall:

(1) Oversee the Self-Help Program review process within PWD.

(2) Ensure self-help projects are approved via the NASPRC Self-Help Program approval process and entered into applicable asset management databases.

(3) Ensure continual communication between the Requirements Branch and the Supported Commands via the FOS.

c. The Integrated Pest Management (IPM) Coordinator shall:

(1) Coordinate and oversee the installation Pest Management Program.

(2) Review and approve requests from Supported Commands for self-help pest management programs and program support.

(3) Contact the Naval Facilities Engineering Command (NAVFAC) Atlantic Professional Pesticide Management Consultant (PPMC) to submit a statement of need and request the review of proposed Supported Command self-help pesticide management programs.

(4) Provide training as needed to Supported Command Self-Help Pest Management Program Managers and pesticide applicators to meet the requirements in DODI 4150.07.

d. The FOSs shall:

(1) Act as the POC between the PWD and the Supported Command BMs/FCs.

(2) Provide Appendix 1 and Project Planning Checklist to the BMs/FCs when requested.

(3) Review with CAT III/IV and FEAD the submitted self-help requests to determine whether the project is a viable self-help project based on the completed checklist and project description submitted by the Supported Command.

(4) Communicate with the Supported Command BMs/FCs on whether the self-help request has been approved or denied, and if denied, coordinate with the Supported Command BM/FC if project is still needed route the request through PWD for completion or cancel it.

e. Supported Command Supervisors of BMs/FCs shall: Ensure that self-help projects are submitted via the BM/FC to PWD for approval using the procedures listed in this handbook.

f. The BMs/FCs shall:

(1) Act as the primary POC with the PWD FOS for all self-help project requests.

(2) Submit self-help project requests using Appendix 1 and completed Project Planning Checklist provided by FOS for PWD approval.

(3) Submit a minor work to the BOS contractor if needed to enable a self-help project (e.g. outlet relocation).

(4) Conduct additional coordination with their activity's purchase card holder to enable the Self-Help project (e.g. ordering of materials or a dumpster for debris disposal).

NOTE: An activity can use their credit card to work directly with a vendor out in town to coordinate their needs with regard to dumpsters. BM/FC is responsible for base access, cleanliness, environmental compliance (e.g. no improper disposal) and all other aspects associated with the dumpster order. Below is a list of vendors that can supply a 30 cy dumpster and historically have been able to obtain base access:

- Waste Management (866-909-4458)
- C&C Roll Off, Inc (301-884-8565)
- Goode Companies (301-486-7501)

(5) Ensure that all approved self-help projects are completed by a qualified individual with a current license/certification for the work to be performed, if applicable.

(6) Ensure that all paperwork and documentation for self-help projects requiring a permit and/or licensed/certified individual are submitted to PWD via their FOS.

(7) Follow the procedures listed below and any additional attachments to this handbook for Self-Help projects. The Supported Command Self-Help Pest Management Program Managers shall:

(a) Act as the primary POC between the IPM Coordinator and the Supported Command.

(b) Ensure the requirements for a Self-Help Pest Management Program are met per the NAVFAC NASPRC Integrated Pest Management Plan.

3. Procedures

a. Self-Help Project Requests

(1) Self-Help project requests shall be submitted by the supported command BM/FC to the PWD Requirements Branch via their FOS using Appendix 1.

(2) In order to be reviewed as a possible self-help project, the title of the project on Appendix 1 should start with "SELF-HELP".

(3) In addition to the Appendix 1, the Project Planning Checklist provided by the FOS should be completed by the supported command BM/FC and submitted to the PWD Requirements Branch via their FOS. NOTE: If the requested project will require a licensed/certified individual to complete the work, the necessary documentation should be included with Appendix 1 and the Project Planning Checklist. For help completing the planning checklist, supported command BMs/FCs can contact the question owner. Each checklist question identifies the owner with phone number.

(4) All submitted NAVFAC Work Request Forms (Appendix 1) and completed Project Planning Checklists will be reviewed by the Requirements Branch to determine whether the request is a viable self-help project.

(5) If the self-help project request is approved, PWD shall provide an approval letter for the specified project. The Approval letter will contain guidance for Quality Assurance and documentation to be performed.

(6) If the self-help project request is denied, the FOS shall coordinate with the supported command BM/FC to determine whether to route the request through PWD for completion or to cancel the request.

b. Self-Help Project Closeout. When the approved self-help project is completed, all necessary paperwork shall be submitted by the BM/FC to PWD via their FOS for entry into applicable asset management databases.

c. Self-Help Pest Management

(1) Self-help pest control allows uncertified personnel to use low-toxicity, ready-to-use (RTU) pesticides for small-scale pest control operations. *Examples of self-help programs available are: stinging insect pest control for maintenance personnel, venomous spider control, fire ant control, vegetation control using glyphosate, and barracks/office pest control. Any personnel or departments conducting unauthorized pesticide applications should be directed to immediately cease applications.*

(2) Per DODI 4150.05, training for installation self-help program administrators will be provided on-site by installation pest management coordinators. Training instruction will include the topics of recording and reporting self-help pest management operations.

(3) Supported Command requirements for a Self-Help Pest Management Program include:

(a) The program shall be reviewed and approved by the IPM Coordinator and then by the NAVFAC Atlantic PPMC

(b) A program manager, who will be responsible for the program and be the primary point of contact, shall be designated.

(c) All personnel that will be applying pesticide must be trained and their training documented.

(d) Only RTU pesticides approved for use by the NAVFAC Atlantic PPMC shall be used.

(e) The area(s) to be treated should be small enough to be treated with RTU pesticides.

(f) All pesticides will be stored within a storage site as described on the pesticide label.

(g) All pesticide use will be reported.

4. Records created as a result of a self-help project shall be maintained per Secretary of the Navy Manual 5210.1. Permits and/or plans required for the self-help project shall be maintained per the applicable regulatory guidance.

Chapter 7

Environmental Issues and Concerns

1. The mission of the Navy's Environmental Readiness Program is to ensure the ability of United States Navy forces to effectively operate world-wide in an environmentally responsible manner, both ashore and afloat. The Navy is committed to operating in a manner compatible with the environment. The Environmental Division executes a wide variety of environmental compliance programs ashore, ensuring the installation maintains operational readiness and compliance with applicable environmental laws and regulations.
2. The PWD Environmental Division is led by the Installation's Environmental Program Manager (IEPM) and includes three branches: Environmental Services, Environmental Compliance, and Environmental Planning and Conservation. In practice, the Environmental Division is scalable so that the three branches may be collapsed into one or two branches depending on workload, staffing, and operational tempo of the individual installation and PWD.

Environmental Division program areas typically include, but are not limited to:

- Clean air, surface water, potable water, and sewage system compliance
- Oil and Hazardous Substance Spill Preparedness and Response
- Hazardous material and waste compliance
- Solid waste and recycling
- Storage tanks
- Polychlorinated Biphenyl (PCB) management
- Natural and cultural resources planning
- National Environmental Policy Act (NEPA) compliance and assessments

3. The Environmental Division is responsible for identifying the specific federal, state, and local regulatory requirements applicable to a process, equipment, specific project or system. BMs and FCs need to be aware of the operations, processes, materials, and equipment used by their supported command may have environmental liabilities associated with them. Per reference (e) all Commands are to integrate environmental protection into the planning and execution of their military mission to the fullest extent practicable. In order to support the installation's environmental efforts, all commands shall identify at least one individual to coordinate with the IEPM to identify all environmental liabilities (fuel tanks, emergency generators, regulated waste accumulation sites, chemical storage lockers, etc.) associated with performance of their mission objective.

4. As a BM/FC, it is important to know who your activity's EMS REP is. Your EMS REP should be utilized to help in the identification of the environmental liabilities associated with the execution of your Command's mission objectives. As the BM/FC you are expected to include environmental risk, as a rating factor, of non-compliance when prioritizing service order and projects. Other rating factors to consider for project prioritization would be mission criticality, safety concerns, and quality of life. If a BM is not aware of who their EMS REP is, they should reach out to their FOS who will engage with PWD Environmental to provide the EMS REP.

5. Common concerns at NASPRC causing the most negative impacts to the environment include:

a. **Regulated Waste Generation:** Regulated waste is composed of Hazardous Wastes (HAZWASTE) such as solvents, paints, paint sludge, lead acid batteries, pesticides, mercury thermostats, and mercury containing light bulbs (fluorescent light bulbs) and solid wastes that cannot be thrown into a municipal trash container. Federal, state, and local regulations govern HAZWASTE generation, reference (f) provides guidance for proper identification, handling and storage accumulation, transporting, and disposing of Regulated Waste and specifically HAZWASTE. BMs/FCs should know who handles regulated waste within your facilities. You should work through your EMS REP to arrange additional assistance and guidance on the proper storage and pick-up requirements for regulated waste from the Regulated Waste Program within the Environmental Division. There are also standard operating procedures available that your EMS REP can provide.

b. **Solid Waste Management and Recycling:** NASPRC Integrated Solid Waste Management Program is executed through local and Regional service contracts. The Qualified Recycling Program (QRP) collects specific recyclable materials. BMs/FCs looking for adding, modifying, or removal of recurring trash pick-up and recycling services are to work through their PWD FOS. It is expected that BMs/FCs will perform walk through of their assigned buildings to ensure identified recyclables are being placed into the proper containers. In addition, if the BM/FC notice illicit dumping of trash into government containers they are to report this to the PW FOS. PW FOS is expected to report this to COR to investigate and determine action to be taken. BMs/FCs are informed that trash being brought onto NASPRC not related to performance of mission requirements could be viewed as theft of government services by the disposing party. All non-recurring bulk trash removals must also be coordinated through your PWD FOS. BMs/FCs are expected to ensure excess personal property and excess hazardous materials are properly screened and recycled, reutilized transferred and when the other options are not feasible properly disposed. The area around outside trash containers should be clean and doors and lids in the closed position. This is required to keep animals out and rain from entering. The addition of rain water to the trash adds weight and ultimately will add to the disposal cost associated with this service.

c. **Air Quality:** Most Navy Installations emit air pollutants from stationary sources (e.g. boilers, generators, and turbines), mobile sources (e.g. cars, trucks, ships, and planes), and industrial activities (e.g. painting, solvent cleaning, electroplating, fuel distribution, range and training operations). BMs/FCs need to be aware that equipment, operations, and processes which have environmental liabilities usually require that maintenance, recordkeeping and reporting requirements must be kept up to date and current. Regulators will request documentation to determine if these requirements are being performed and in compliance with the applicable regulations, permits, and plans. If you have equipment that you think falls into one of these categories, work with your EMS REP to determine if the liability has been identified. If not, have your EMS REP contact the PWD Environmental Division to coordinate a discussion to determine if a liability exists. If yes, we will work together to make sure it is included in the installation's air permit and properly documented into the air emissions inventory. We will also provide support to identify the requirements that may have to be completed to ensure compliance with the applicable

requirements. The Environmental Division is also responsible for providing guidance on the safe use and handling of Ozone Depleting Substances, including those used in air conditioning and refrigeration units. BMs/FCs are to make sure their PW FOS is provided with a current inventory of HVAC and Refrigeration units and the amount and type of refrigerant being used in the unit. Lead and Asbestos containing materials found on the installation can also be an air quality concern. BMs/FCs need to be aware of lead and asbestos containing materials in their building and other mission assets. These can be both air quality and a disposal concern when asbestos or lead containing materials are generated during repair, alterations, demolition, or removal actions. BMs/FCs are expected to work through their PW FOS to identify and address asbestos and lead concerns associated with work they are requesting to be completed. Installation guidance concerning air quality can be obtained by contacting your EMS REP.

d. **Water Quality:** Water quality issues are identified as storm water runoff or wastewater. Depending on the nature the water and where it is being discharged, water quality discharge standards must be met. BMs/FCs need to be aware of storm water and the associated conveyance system and best management practices that are governed by Storm Water permits and Storm Water Pollution Prevention Plans provided by their EMS REP. There are maintenance requirements and water quality parameters that may impact your facilities. Operations and processes performed within your facilities that generate wastewaters will need to be evaluated to ensure that it can be discharged via the sanitary sewer. If the discharge does not fall within the acceptable limits it may have to be containerized and handled as regulated waste. BMs/FCs are to work with your EMS REP to ensure that discharges from your operations, processes, etc. have been reviewed and evaluated for associated environmental liability and procedures are in place to ensure compliance with applicable requirements. If not, the BM/FC should work with your EMS REP to contact the PWD Environmental Division to make sure the discharge is identified in the installation's storm water and / or industrial wastewater permits and properly identified and documented on the installation and activity's environmental liabilities inventory. BMs/FCs are to make sure their PW FOS is provided with a current inventory of equipment and processes that have liquid discharges. Exterior storage of materials must also be evaluated depending on the materials being stored runoff from these items could be in violation of the installation's storm water permits. Work with your EMS REP to identify areas of concern and arrange a consultation with the Environmental Division to determine if an environmental liability exists. If one does exist, guidance will be provided on how to address the concern in order to maintain a compliant operation. Installation guidance concerning water discharges is covered in reference (h). There are also standard operating procedures available for use that your EMS REP can provide.

e. **Fuels, Oils, and Lubricants:** Oils and hazardous substance (OHS) releases or discharges can occur during refueling operations, vehicle maintenance, hazardous materials transportation, or other activities, and must be IMMEDIATELY reported. No matter the amount spilled or the surface it is spilt upon, you are to report the spill. The BMs/FCs need to be aware of their activity's site specific spill contingency plan and the spill event notification decision tree contained within. Installation guidance concerning spills and response requirements are identified in reference (i). A template for what must be addressed in an activity site specific spill contingency plan are found in reference (f). Your EMS REP should be aware of the installation's Facility Response Plan and Spill Prevention, Control, and Countermeasure (SPCC) plans. In order to

satisfy the installation's SPCC requirement every activity performing business within the NASPRC Installation CO's area of responsibility must determine if they are required to have an activity specific spill contingency plan. BMs/FCs are to work with their EMS REP to identify and confirm the need for an activity spill contingency plan. If it is determined that one is not needed, you should have an exemption letter. Like the activity spill contingency plan, exemption letters must be reviewed and evaluated at a minimum annually, or more often depending on changes in mission requirements. It is left up to each activity on how they want to satisfy the activity spill contingency plan requirement. At this point in time there are over 80 activity spill contingency plans. There are also standard operating procedures that your EMP REP can provide.

Chapter 8

Miscellaneous Issues

1. Background. During the performance of their duties, Public Works personnel are discovering that commands located within the Installation CO's area of responsibility are performing self-help type projects that fall under the guidance of reference (j), Chapter 1. Because these self-help projects have not been properly reviewed and approved, the Installation CO is being placed at risk for failure to comply with reference (j), Chapter 1 as it relates to meeting building, equipment installation, safety, fire, and environmental codes and regulations. Example self-help equipment installations are failing to meet regulations and associated codes for electrical connections, connection to source water, connection to sanitary, air emissions, and storm water drainage. Often the piece of equipment is regulated by federal, state, and local regulations that require environmental permits to construct and/or modification to equipment inventories required by the appropriate Environmental agency. Failure to properly vet self-help facilities projects, regardless of cost or method of accomplishment financed by the activity, must comply with reference (j), Chapter 1.

2. The following are common miscellaneous issues you may encounter as a BM/FC:

a. Building Alterations: If you want to alter your building in any way you MUST first notify your FOS. All renovations and alterations will also need to be submitted to the Fire Prevention Division for review and approval prior to any work being completed. Building alternations include painting, reconfiguring systems furniture, hanging exterior signs, removing or installing flooring, etc.

b. Wall Hangings: Take care when hanging things from walls inside your building. If you must anchor a board, sign or shelf to the walls of your building it is best to have PWD do so in order to avoid damage from improper installation.

c. Dig Permits: If you have any requirement to bury anything or dig around your building for any reason you must work with the PWD to obtain a Dig Permit. Make sure to let your FOS know at least two weeks before you need to dig around your building.

d. Outages: The PWD will let you know in as much advance time as possible if and when your building will experience a utility outage for work related reasons. If the date or time of the scheduled outage is inconvenient for your command work with your FOS to schedule a new date and time. Contact the PWD Service Desk if you experience an unexpected utility outage.

e. Parking Signs: DO NOT place your own parking signs in the parking lots or on the streets around your facility. Parking signs must be approved by Base Security, PWD and the Commander prior to placement. To request placement of a parking sign, notify your FOS.

f. Hot Work:

(1) As defined in OPNAVINST 5100.23G, hot work includes all flame heating, welding, torch cutting, brazing, carbon arc gouging or any work which produces heat, by any means, of 400 degrees fahrenheit (F) or more; or, in the presence of flammables or flammable atmospheres, use of ignition sources such as spark or arc producing tools or equipment; static discharges, friction, impact, open flames or embers; and non-explosion-proof lights, fixtures, motors, or equipment.

(2) Reference (k) governs hot work requirements for the majority of locations on NASPRC.
NOTE: Work in/around magazines, RSLs, etc. will have additional restrictions hot work definitions and permitting processes. If you need to work performed in these areas, please ensure coordination is occurring with the Explosive Safety Officer and FOS.

(3) Hazardous activities includes welding, cutting, soldering, brazing and other hazardous operation that produces heat or open flame. Welding or cutting that produces heat includes gas or electric arc welding, cutting, soldering, brazing and any other hot work exceeding 400 degrees F.

(4) Permits. A permit is required for all welding or open flame producing cutting operations and performed aboard an installation. If possible, a one-day notice shall be given to the fire departments requesting a hazardous operations permit. The dispatch center number is 301-342-5974.

(a) A permit may be issued daily or for greater periods of time depending on the nature of the hazardous operation, but not to exceed more than a 30 day period.

(b) At a minimum, persons performing the operation must have two 10 pound ABC type fire extinguishers.

(c) An additional person is required to act as the fire watch.

(d) The person performing the operation must be able to speak and understand English.

(e) Permits must be kept on the job site at all times and the site will be subject to inspection by authorized Fire Department Personnel.

(f) In areas where contractors have been issued permits for heat producing operations, it is the Contract Inspector's responsibility to ensure all provisions of the permit are followed.

(g) The Fire Department may at any time shut down the operation for violation of these requirements or unsafe operations.

g. Furniture Repair: Furniture cannot be repaired by the PWD craftsmen or contractors. Furniture is the responsibility of the user and any repair or replacement must be funded through your command.

h. Pest Control: Do not attempt to eradicate rodents or pests yourself. PWD has an entomologist shop that will address the problem. Call the Service Desk for pest control issues. **NOTE:** NASPRC including Tenant employees are **NOT** permitted to apply or otherwise use FIFRA regulated restricted use pesticides for self-help pest control work, unless the applicator is a Navy certified pesticide applicator and having completed all required training. Uncertified pesticide applicators may perform self-help work **ONLY** with prior approval from the NAVFAC pest management consultant or Integrated Pest Management Coordinator (IPMC), if such work is identified within the Integrated Pest Management Plan (IPMP). This prohibition **does NOT** apply to individual use of insect repellent for personal health and safety.

i. Dead Animal Removal: If a dead animal is discovered call the PWD Service Desk for removal.

j. Live Animal Removal: If a live animal is discovered call the PWD Service Desk for removal.

k. Equipment changes: This includes the replacement of a piece of equipment, the installation of a new piece of equipment, or the removal of a piece of equipment. Depending on the type of equipment and/or the process being performed by the equipment there may be recordkeeping, reporting, document management, and permits and associated constraints on its operations that you need to be aware of.

Building Manager Handbook
August 2019

Pg 1 to be completed by customer

NAVFAC Work Request Form REV. July 2018				Service Request Number <input type="text"/>	
SECTION A - GENERAL INFORMATION					
1. Submittal Date:		2. Requesting Command:		3. Installation/Site:	
4. Customer POC Name / Position:			5. POC Phone Number:		6. POC Email Address:
SECTION B - SERVICE REQUEST INFORMATION					
1. Title: <i>(include facility name / number)</i>					
2. Requirement Description: <input type="checkbox"/> attachments included					
3. Cited Requirement: <i>(cite documented deficiency survey report or instruction)</i>					
4. Impact If Not Provided:					
SECTION C - FUNDING & DESIRED SCHEDULING INFORMATION					
1. Expected Cost:	2. Funding Source:	3. Planning Year:	4. Execution Year:	5. Customer Priority:	

Building Manager Handbook
August 2019

From: (*Commanding Officer/ Officer-in-Charge/Director/Department Head*)
To: (*Appointee*)

Subj: BUILDING MANAGER/FACILITY MANAGER APPOINTMENT

Ref: (a) NASPAXRIVINST 11000.4
(b) Building Manager Handbook

1. You are hereby appointed the *<primary or alternate> <Building Manager/Facility Coordinator>* for Building(s) *<enter Building number(s)>* at Naval Air Station (NAS) Patuxent River and shall be familiar with reference (a) and (b).
2. As the *<primary or alternate> <Building Manager/Facility Coordinator>*, you are responsible for initiation of maintenance and repair requests in your building(s) and areas of responsibility in accordance with reference (a) and (b). You are the primary liaison with Naval Facilities Engineering Command Public Works Department, NAS Patuxent River, and you shall become familiar with the financial and technical processes required to affect maintenance and repair work on facilities that affect our mission. You are also the primary point of contact for issues related to space allocation and occupancy, and parking allocation in lots designated for our use. Depending on the primary occupancy of the building(s), you may be the primary point of contact for personnel outside of our organization, or you may work through another organization's primary occupant on common issues. Issues that cannot be addressed in a timely and effective manner should be brought to my attention.

CO/OIC/Director/Department Head

Copy to:
PWD PAX (FMD)



Public Works Department - NAS Patuxent River
1502000 - Facility Investment
3.1 Service Request Form (SRF)
Contract Number N40080-14-D-0302



Location:

Building Number / Room:

Work type: ☐ 3.1 ROUTINE

3.1.1 EMERGENCY - All emergencies during and after work hours must be called in to: (202)433-3951.

Date:

Time:

Location POC (on site person):

Location POC Phone Number:

Customer Name (Authorized Requester):

Customer Phone Number:

Description of Work Requested:

FEOC Email Address:

NAVFAC_Patuxent_River_Service_Desk@navy.mil

**CLICK TO SUBMIT BY
EMAIL**

Print Form

Building Manager Responsibilities Checklist

"D" - daily, "W" - weekly, "M" - monthly, "Q" - quarterly, and "R" - as required

Facility Maintenance

			D	W	M	Q	R
1	Conduct periodic inspections.	Pay attention to doors, windows, glass, lights, plumbing, heating, ventilation, mold and AC equipment		X			
2	Post emergency contingency plans.	Emergency lights plugged into an outlet (and not hardwired to the facility) are not real property. BM responsible to replace if required.			X		
3	Plainly mark all electrical fuses, switches, and circuit breaker boxes.	Identify what they control.					X
4	Assist with building inspections.	These include inspections conducted by FFD, Safety representatives, NAVFAC personnel, and NASPRC leadership. Follow up with any discrepancies or issues identified with FMD. Include fire/safety inspection discrepancy list with the CR-1 if applicable.					X

Services

1	Obtain a copy of reoccurring services for the facility via FMD.	This will include all or some of the following: janitorial, grounds, refuse and elevators.					X
2	Ensure janitorial serves are performed.	If there are any discrepancies between frequency, number of spaces or level of service, notify FMD.		X			
3	Ensure grounds services are performed.	If any discrepancies between frequency or level of service, notify FMD.		X			
4	Ensure refuse services are performed	If any discrepancies between frequency or level of service, notify FMD.		X			
5	Ensure janitorial serves are performed.	If any discrepancies between frequency or level of service, notify FMD.					X

Housekeeping

1	Primary customer areas are clean.	Does this space reflect pride in the organization? Spaces should be organized and uncluttered. Trophies, plaques, etc. should be dusted and showcased appropriately.	X				
2	Ensure janitorial serves are performed.	If there are any discrepancies between frequency, number of spaces or level of service, notify FMD.		X			
3	Ensure wall coverings are tasteful and framed.	If any discrepancies between frequency or level of service, notify FMD.			X		

Building Manager Responsibilities Checklist

"D" - daily, "W" - weekly, "M" - monthly, "Q" - quarterly, and "R" - as required

Housekeeping (Continued)

			D	W	M	Q	R
4	Ensure stairway handrails are secured and clean.	If unsecured to the wall, could be potential safety issue.	X				
5	Ensure electrical fixtures are safe/functional.	They should be protected from moisture and flush with ceiling/wall/floor finish. Ensure all loose cables are secured. Check light sensors to make sure they are working and conserving energy. All lights should be working.	X				
6	Customer supplemental information is tidy.	Customer survey collection boxes are secured and match décor. Pamphlets are keep orderly in an appropriate location. Counters should also be sharp in appearance and uncluttered.	X				
7	Check that doors and elevators are working properly.	Is all operating hardware in good working order?		X			
8	Ensure furniture is in good condition	Furniture should be in good shape clean and adequate for office function. If possible, should also match design for the space. Should be free of rips and tears in upholstered areas.			X		
9	Inspect grounds within 50 feet of building.	Inspect daily within 50 feet of building or half the distance to the next building. This includes removing weeds, proper care of shrubs, cleaning sidewalks and removing debris. Plants should be cleared 1.5 feet from building. Ensure cigarette butt cans are painted and do not pose a fire hazard and trash cans are not overflowing.	X				
10	Ensure overall pest control.	BMs are responsible for the following pests in their facilities: cockroaches, ants (except carpenter ants), centipedes, crickets, earwigs, firebrats, flies, silverfish, sow bugs (pill bugs), mice and miscellaneous flying and crawling insects that do not destroy Navy property. (Implement a self-help program by utilizing GSA store, Base Exchange, or other source of supply)		X			
11	Ensure windows are clean.	Free from dirt, cobwebs, and dropping. Blinds should not be damaged. Window treatments should match existing décor.		X			
12	Ensure functional and directional signs are clearly displayed.	Also, they should not be faded, they should be the appropriate size, up to code, and professional in appearance.					
13	Ensure water fountains and clocks are in working order.			X			

Building Manager Contact Information

Contact the Building Manager for issues affecting:

Safety	Energy Efficiency	Janitorial
Security	Maintenance	Elevators
Emergency Management	Repairs	Fire Protection

Primary Building Manager:

Name: _____

Telephone: _____

E-mail: _____

Location: _____

Alternate Building Manager:

Name: _____

Telephone: _____

E-mail: _____

Location: _____

Please forward to: karl.d.battle@navy.mil

Building____Key Control Log

[illegible]

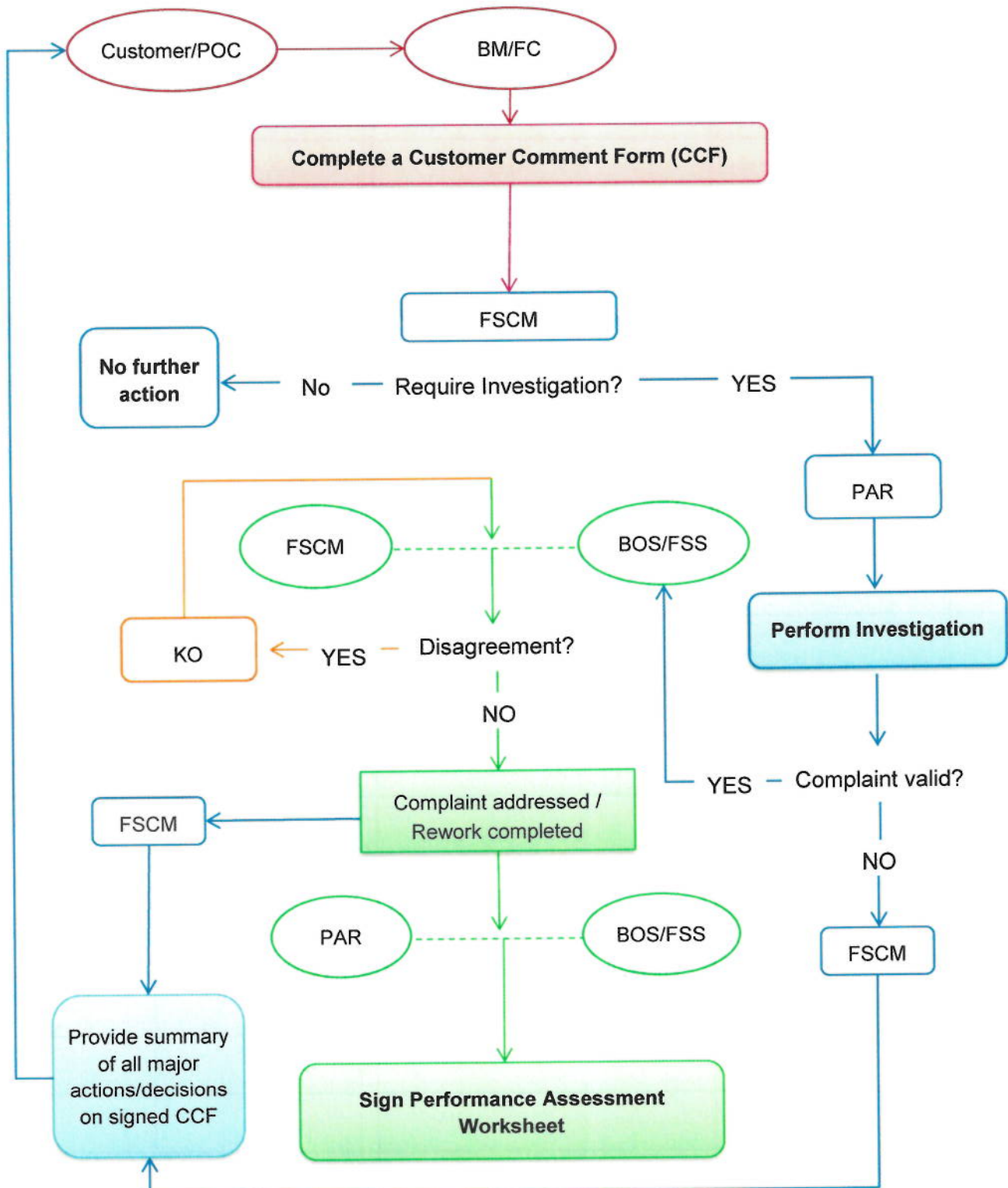
Building __Key Inventory

[illegible]

Building__Work/Service Request Log

Date	Submitted To:	Issue	Tracking No	Date Resolved

BOS CUSTOMER COMMENT AND RESOLUTION PROCESS



INVENTORY ADJUSTMENT FORM

Removal: _____ Installation: _____ Replacement: _____

Equipment Number: _____

Government ID Number: _____

Description/Type of Equipment: _____

EIC Number: _____ Map Grid: _____ Building: _____

Make/Manufacturer: _____

Model Number: _____ Serial Number: _____

Size: _____ Equipment Location: _____

Remarks: _____

REPLACEMENT UNIT DATE:

Make/Manufacturer: _____

Model Number: _____ Serial Number: _____

Size: _____ Location: _____

EIC Number: _____

SUBMITTAL INFORMATION

1. **Removal Block Checked:** Applies to removed equipment only. (Specify reason for removal in remarks. Complete all fields at top of page.

2. **Installation Block Checked:** Applies to new equipment found that is no currently on maintenance contract. Complete all fields at top of page.

3. **Replacement Block Checked:** Applies when equipment currently on maintenance contract has been replaced with a new piece of equipment. Complete all fields at top of page for equipment removed and all fields at lower portion for new piece of equipment.
