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**Civil Engineering**

**FACILITY MANAGEMENT**

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This instruction implements AFD 32-10, *Installations and Facilities*, and AFD 32-90, *Real Property Management*, and it applies to all 18th Wing and associate units. This instruction establishes responsibilities and standardizes procedures for effective management of Air Force facilities, structures, and Real Property Installed Equipment (RPIE); provides guidance for the facility manager's program; assigns responsibilities; and explains how new facility managers are appointed and changes are initiated and processed. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

**SUMMARY OF REVISIONS**

This publication of 18 WGI 32-1001, substantially revising 18 WGI 32-1001 dated 8 May 2002. This updates the responsibilities of facility management. New or revised material is indicated by a bar (|).

**1. Base Civil Engineer (BCE), 18 CEG, Responsibilities:**

- 1.1. Keep all records required to control and monitor the care and management of real properties which are assigned to using organizations on base.
- 1.2. Manage and control the issue of all new facility keys.
- 1.3. Terminate facility assignment responsibility by final inspection.
- 1.4. Provide initial orientation briefings for new facility managers, and annual training, thereafter, on their duties and responsibilities regarding the care, management, and safeguarding of assigned real property, to include: fire hazards and fire protection; asbestos containing material; energy conservation; how to obtain maintenance and repair service; zonal maintenance concepts, top-ten, self-help programs; and minor construction work, work classification, and work flow, custodial, maintenance, and refuse collection services. Each facility manager will hand carry the letter of designation to 18 CES/CEORO (Customer Service), office Bldg 235.

**2. Organizational Commanders Will:**

- 2.1. Be responsible for the care, custody, and protection of all facilities, structures, and RPIE assigned to the association.
- 2.2. Provide adequate controls and safeguards to ensure protection of property.
- 2.3. Designate in writing primary and alternate facility managers for each building and structure used by their organization. The letter must be accomplished 30 days prior to the old facility manager changing status (PSC/PSA, or no longer an additional duty, etc.) and must contain the facility numbers, name and grade of both the primary and alternate facility managers, complete office symbol, duty phone number, home phone number, DEROS, and facility managers' and organization commander's signatures. Facility managers must be grade of E-4 or above or civilian equivalent and have at least 12 months retainability. The facility manager, as the commander's representative, serves in an administrative and advisory capacity and should have the ability and authority to perform their duties and fulfill their responsibilities.
- 2.4. When a facility is shared by two or more organizations, the primary facility manager will be appointed from the major using organization and one or more alternates appointed by the other organizations. The designation letter from other than major user will be coordinated through the primary facility manager and submitted to 18 CES/CEORO, along with a copy of the designation letter from the major using organization.
- 2.5. Ensure letters of designation are sent through distribution or hand carried to 18 CES/CEORO at least 30 days before the effective date. The designated individuals will be given an orientation briefing by the facility manager monitor on an appointment basis. The briefing is a mandatory requirement. Failure to attend the orientation briefing will lead to denial of work requests and other assistance provided by the 18th Civil Engineer Group/Squadron.
- 2.6. Ensure all new and departing facility managers jointly conduct an inspection and inventory of assigned buildings. The same procedure is used when buildings are vacated or reassigned to another organization.
- 2.7. Ensure facility managers clear through the facility manager training office before departing the base.

**3. Duties and Responsibilities of Facility Managers:**

- 3.1. Facility managers, in cooperation with all occupants of the facility, are responsible for the care, management, and protection of assigned real property and are required to safeguard the property from damage or loss.
- 3.2. Maintain fire-safe conditions inside and outside the facility. All facility managers are required to have a working knowledge of 18 WGI 32-2001, *Fire Prevention and Protection*.
- 3.3. Establish rules for opening and closing the facility during normal duty hours and ensure all occupants comply with the rules. These rules, including after-hours admittance and security measures, will be posted inside the facility by the facility manager.
- 3.4. Maintain an aggressive energy and water conservation program.
- 3.5. Serve as the central point of contact for facility occupants requesting Civil Engineer services.

- 3.6. Maintenance of area surrounding their assigned facility as specified in 18 WGI 32-9001, *Maintenance of Grounds*.
- 3.7. Establish a key control program and procedures for the security of all basic and master keys that service their facility (see paragraph 5.).
- 3.8. Ensure compliance with AFOSH Standard 127-22, *Walking Surfaces*, regarding proper approval by the Base Civil Engineer for all equipment installation or groups of equipment weighing in excess of 500 pounds in a multi-story facility and the posting of floor load capacities of above-grade facilities or storage areas.
- 3.9. Ensure work requests are submitted either verbally or written (AF IMT 332, **BCE Work Request**) in accordance with AFI 32-1001, *Operations Management*. Requests for minor construction and planned work must be approved in block 11 by the organization commander or acting commander (not section commander). Requests for emergency, urgent, routine, or planned work can be signed by the facility manager. Planned work must be coordinated through appropriate agencies.
- 3.10. The facility manager plays a key role in the surveillance and control of asbestos-containing materials (ACM) and lead-based paint (LBP) in facilities and must:
- 3.10.1. Pick up an inventory list from the Environmental Flight (718 CES/CEV) of the locations where identify any ACM or LBP locations in the facility and ensure maintenance workers, custodians, and facility occupants do not disturb or damage ACM or LBP locations.
  - 3.10.2. Make a visual inspection at least every six months, more often if needed, to ensure there is no damage to ACM or LBP in the facility. If damage is noted, submit an AF IMT 332 to CE Customer Service.
- 3.11. Ensure facility and organizational signs are secure from typhoons.
- 3.11.1. Maintain a facility TCCOR checklist.
  - 3.11.2. Secure all facility entrances with sandbags; remove immediately after typhoons and store indoors. The bags can be obtained from the base local purchase (LP) store by authorized personnel and sand can be obtained from the Recycling Center (Bldg # 851).
  - 3.11.3. Take down and secure Torii and brown rectangular type signs. Reinstall after typhoons.
- 3.12. Ensure proper surveillance and customer complaint procedures are adhered to in accordance with the requirements in the contracts for refuse collection, grounds maintenance, and custodial services.
- 3.13. Ensure reserved parking is requested and maintained in accordance with 18 WGI 31-204, *Kadena Air Base Motor Vehicle Traffic Supervision*.
- 3.14. Maintain a facility folder for a chronological history of the facility. This file will be kept current at all times. When there is a change in facility managers, the departing facility manager will turn this file over to the new facility manager and explain the use, importance, and procedures for keeping the file current. Each folder will contain at least the following:
- 3.14.1. A copy of the letter designating the current primary and alternate facility managers.
  - 3.14.2. Work requirement status log.
  - 3.14.3. AF IMT 2432, **Key Issue Log**.

- 3.14.4. Copies of all work requests.
- 3.14.5. Copy of the floor plan showing the location and condition of asbestos containing material and lead based paint.
- 3.14.6. A single line sketch of the floor plan of the facility.
- 3.14.7. Any other records and papers the facility manager feels are important to the history of the building.

#### **4. Key Control and Replacement of Locks:**

- 4.1. Keys for all government facilities, except military family housing units, will be issued to the squadron organization commander or the facility manager.
- 4.2. AF IMT 2432 will be used to record keys issued to individuals requiring entry into the building or interior areas.
- 4.3. When change in building occupancy occurs, all keys will be turned in to the facility manager office for reissue to the new occupant. Internal changes of occupancy within a building will be handled by the facility managers.
- 4.4. All keys must be obtained from individuals departing PCS, extended leave, or TDY for over 30 days.
- 4.5. Additional keys may be obtained as follows:
  - 4.5.1. Organization commander submits an AF IMT 332.
  - 4.5.2. Include the facility number, room number if applicable, and complete justification for the request. Padlock, desk, or file cabinet keys will not be cut.
  - 4.5.3. Each request will be coordinated and signed by the facility manager or by the organization commander.
  - 4.5.4. Hand carry each request directly to 18 CES/CEOHV, Vertical Repair shop, Bldg 248. More than five duplicate keys of any one key must be justified. Requests will be evaluated and keys will be cut every day (Mon-Fri) 12:30 – 13:30 hrs.
- 4.6. Requests for master keys must be fully justified and signed by the organization commander. No more than four master keys will be issued.
- 4.7. The facility manager may not necessarily be responsible for keys controlling sensitive areas which are kept by using organizations for safeguarding their specialized equipment, classified documents, personal tool kits, or other similar items. However, if these areas do not have a facility manager, the overall facility manager for the building should set up procedures to provide the organization access when required.
- 4.8. The facility manager will ensure the building has one functional main entrance key to all facility on file; when a lock is replaced or the tumblers changed, provide a copy of the key to the building manager training office.
- 4.9. Keys to all mechanical equipment rooms are controlled by the BCE in accordance with AFI 32-1068, *Heating Systems Unfired Pressure Vessels*. If a mechanical room key is needed, coordinate through the appropriate CE zone.

4.10. The facility manager will periodically inspect assigned for abuse or damage to locking devices. Broken, damaged, or inoperative locks should be reported to Civil Engineer CSU as soon as possible.

4.11. For other than normal wear and tear, replacement of all keys will be the monetary responsibility of the individual to whom the keys are issued. An AF IMT 332 will be submitted with the name and social security number of the responsible person and a complete explanation with their signature for the replacement action request. The commander must sign in block 11 in accordance with AFI 32-1001.

## 5. Definitions:

5.1. Real Property. Real property includes the following: land; buildings and structures; utility systems; improvements; related property rights; approved equipment that is attach to and made part of the building and structure (such as heating systems). Real property does not include movable equipment (such as plant equipment).

5.2. Building. A physical plant and improvements thereto, including installed building equipment that is permanently attached and aids in the functional use or proper operation of the building or its systems.

5.3. Real Property Installed Equipment (RPIE). Those items of government-owned or leased accessory equipment, apparatus and fixtures that are essential to the function of the real property and are permanently attached to, integrated into, or on government-owned or leased property. Excluded is organization or collateral equipment reflected in the equipment authorization inventory data (EAID), as shown in AFMAN 23-110 (formerly AFMAN 67-1, Volume IV). Also excluded are other technical, medical, commissary, aircraft installed, fixed laundry and dry cleaning, MARS, cryptographic, automatic data processing, rental equipment research and development, air compressor equipment, cooling systems, and so on.

5.4. Emergency. Work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness, which must be completed within 24 hours of notification.

5.5. Urgent. Work that does not quality as emergency, but must be accomplished within 7 days.

5.6. Routine. Work that does not qualify as urgent but must be accomplished within 30 calendar days after identifying the requirement or receipt of material.

5.7. Planned Work. Work that requires over 100 manhours, detailed planning or capitalization of the real property records. Planner determines the scope, method, and type of resources; estimating determines the quantity of resources. Engineered Performance Standards (EPS) provide a tool to produce reliable standard-hour estimates.

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